

**To:** Cabinet, Archives  
**From:** Candy Horton  
**Subject:** Minutes of January 17, 2017  
**Date:** January 17, 2017

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

**Staff:** Horton

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## Update/Action Items

1. Minutes – minutes of January 3 & 10 approved as presented
  
2. Updates/Action
  - International Admissions
    - 17 possible students for fall
    - Felix Brooks will be traveling to Vietnam with WMU on a recruiting trip – February 27, 2017
  
  - Early College
    - 10% of registered students received less than a passing grade
    - More data will be gathered regarding which classes were involved
  
  - Enrollment Management
    - Calling campaign helped with registration numbers
    - Enrollment is everyone's responsibility
  
  - Retention
    - New outreach started – welcoming letter, follow-up calls
    - Student Retention Predictor – working with IT department
  
  - Guided Pathways
    - Curriculum development continuing
    - Discussions with Liberal Arts disciplines this week
    - Early Alert system for faculty
    - Orientation – faculty are involved
  
  - University Center
    - Room 1510 progressing

— Analytics

- Training for *Dashboard* continuing
- Working to align enrollment information provided across the college
- Institutional Research interviews on-going

— Lifelong Learning

- Several outreach programs in the works
- Would like to see something documenting the available classes (upcoming classes)

— Diversity and Inclusivity

- Tuesday, January 17, celebrate the life and work of Dr. Martin Luther King, Jr.
- Seminar Days survey's not in yet; panel discussions went well, faculty wants more involvement
- LGBT workshops coming in Jan, Feb, Mar
- What can you do in your unit to move Diversity & Inclusivity forward?

— IT Projects

- Terry Hutchins brought a list of projects both current and upcoming IT projects
- Technology Survey from December 2016

— 2018 Holiday Schedule review

- To be brought back

3. Information

— Travel

- Laura Cosby to attend the Great Lakes Regional Student Success Conference in Detroit, MI on February 16-17, 2017.
- Sarah Hubbell to attend the Michigan Student Financial Aid Association training in Detroit, MI on January 30, 2017.
- Cyle Sumner, Krysta Mahl, Ariel Bradford and Meredith Mancuso to attend the PTK National Convention in Nashville, Tennessee on April 5-9, 2017
- Russ Panico to attend the Spring 2017 NJCAA, Region 12 Athletic Director's meeting at Owens Community College, Perrysburg, Ohio on March 28, 29, 2017.
- Paige Eagan and Billy Reynolds to attend the Gateways to Completion Launch Meetings and Conference in Las Vegas, Nevada on February 24-28, 2017.
- Philipp Jonas to attend the Gateways to Completion Launch Meetings and Conference in Las Vegas, Nevada on February 25, 26, 2017.
- Dean McCurdy to attend the American Association of Community Colleges conference in New Orleans, Louisiana and the pre-conference workshop on Guided Pathways in New Orleans, Louisiana on April 21-25, 2017.
- John Korycki, Rob Zimmer and Lucas McFarland to attend the Michigan Restaurant Association ServSafe "Train the Trainer Alcohol Class" in Lansing, MI on January 19, 2017.

— Grants

- none

— Kudos

- Nina Dickerson – a student extended her gratitude for all Nina’s help and for making her feel welcome at KVCC.
- Megan Pauken – to Charlie Fuller and Dwight Coblenz for being flexible and accommodating to a high school group that wanted to visit the labs.
- Kudos to all SSC departments and staff who served and provided guidance to the rush of students seen in the last couple of weeks. The collaboration among staff and the dedication to our students was outstanding. Special thanks and hats off to Kalamazoo Promise, counselors and support staff for managing the high volume of students with quality service and care, as well as those who stepped in to assist: Ezra Bell, Coty Dunten, Keegen Henschel and Robyn Shieber.
- Thank you to the Administration, staff and faculty for the successful Seminar Days – well planned, prepared – kudos to the leadership.

— Reality Check

- The Cabinet discussed recent issues that Grand Rapids Community College has had with their brewing program.

— Hires, Resignations/Transfers, Retirements,

Resignations:

Jason VanLester, Testing Center Assistant, effective January 19, 2017

Retirements:

Tony Zacker, Telecommunications/Network Manager, effective June 30, 2017

— Other

- Request for food/beverages for SSC unit meeting on January 24, 2017.
- Request to serve food at the following events:
  - January 20 – FSC Advisory meeting
  - February 24 – Term faculty Portfolio open lab
  - March 31 – Seeds of Pedagogy (half-day)
  - April 14 – FSC Advisory meeting
  - April 21 – Technorama (half-day)
  - May 2 – New faculty onboarding
- After hours room request: First Robotics Meetings, Groves Center 6-9 p.m. Jan 10-Feb 23 (Tues and Thurs) and Saturday’s January 14-Feb 18, 2017.
- After hours room request: Networking Meeting, BHLC – West Michigan Growers Group – March 6, 6-9 p.m.
- Deb Coates will be speaking at “parent’s nights” in the Kalamazoo Public Schools
- Please note: do not use the commercial credit card at any KVCC facility including Havermill Café. Use an ICV or food request.
- For discussion: The Enrollment Task Force, Veteran’s Support Committee, Instructional, Student Success and Enrollment Services administrators, the Retention Committee and the Academic Leadership Council endorse the removal of a separate fee for the use of the Wellness and Fitness Center.

**~Next Cabinet Meeting is January 24, 2017 - 8:00 a.m. in the Board Room~**