

To: Cabinet, Archives
From: Louise Anderson
Subject: Minutes of August 1, 2017

Members Present: Anderson, Bertch, Collins, Johnson, Welsh, and Schlack
Other Attendees: B. Lueth
Members Excused: C. Jbara

Update/Action Items/Presentations

The minutes of July 25, 2017 were approved as presented.

1. M. Collins reported that 61 international students have applied and are in the pipeline (awaiting final Visas, etc.) for Fall 2017. Any new applicants would need to wait for Winter 2018. One area M. Collins and D. Bertch are looking at is the impact of KVCC's Academic Probation policy due to the requirement for international students to be enrolled full-time to maintain their status (minimum of 12 hours).
2. M. Schlack reported that Trice Batson starts his new role as Diversity and Inclusion Coordinator today.
3. B. Lueth followed-up on last week's discussion of Ellucian grant services. He has inquiries out to other Michigan colleges that have utilized their services but has not heard back. Cabinet agreed to schedule a presentation by Ellucian to learn more about their services. If it is decided to go forward with this type of service, there are other vendors that would need to be included in a RFP (request for proposal).
4. K. Johnson, J. Nykaza, D. Bertch, M. Schlack and B. Lueth meet as a subgroup on A.S.A.P. (Accelerated Study in Associate Program). It was decided to complete a concept paper focusing on K Promise students that have dropped out to provide them an opportunity to return and complete their degree. Potential funding sources identified were also discussed. Additional discussions with R. Jorth and V. Washington will be scheduled once the paper is complete.
5. R. Ives presented the Crisis Activation Plan (CAP). This is a precursor to the Emergency Operations Plan and provides steps to be followed for several categories of incidents. The Crisis Activation Team is made up of the President, Executive VP for Campus Operations, Executive VP for Instruction and Student Services, and the Director of Public Safety. Others may be called upon depending on the type of incident involved (e.g., subject matter experts). Presentation of the CAP will be made at a future college-wide meeting and to the Board of Trustees.
6. L. Anderson reviewed CMOP 2010 (Conflict of Interest). The first reading of the revised CMOP was accepted as presented. The second reading is scheduled for August 8, 2017.
7. K. Johnson presented KVCC Top Level Outcome and Progress Metric Goals. Comparison of KVCC to peer institutions was presented for outcome metrics – Graduation Rate, Graduation and Transfer Rate, and Average College Level Credits Earned by Award Type. Data used was pulled from the National Community College Benchmark Project, Voluntary Framework of Accountability and IPEDS. K. Johnson

also presented planning progress metrics, leading indicators used to determine ultimate success or failure of students – Persistence, Gatekeeper Course Success. K. Johnson was asked to bring back metrics on developmental courses due to their close relationship to student success. It was agreed that this should be shared with the college community and the Board of Trustees.

8. Standing Items

— Travel

- T. Hamann to extend his stay in Los Angeles, CA (Sigraph Convention) one night through August 3 (departing August 4), 2017 due to an error in airline booking.
- C. Colella, M. Mancuso, F. Bentley, M. Morehouse and L. Dykstra to attend the Women’s Leadership Conference in Kalamazoo, MI on August 22.

— Grants

- Received Irving S. Gilmore Foundation grant of \$12,500 for Artist Forum.
- We will be submitting a grant to the Harold & Grace Upjohn Foundation for a \$2,500 matching grant for Artist Forum.

— Kudos

- Super Tuesday – To Alisha Cederberg for coordinating the event and to all of those that participated to make it a success. It was an institution-wide event to assist students in getting the final pieces in place for attending this Fall. Over 298 attended the Super Tuesday event (students, parents).

— Reality Check

- Enrollment numbers. We should know how Super Tuesday and Orientation impacted the numbers when this week’s enrollment report comes out.

— Hires, Resignations/Transfers, Retirements

Hires

None

Resignation

Julie Rickey, Senior Staff Accountant, effective 8-10-2017.

— Other

- D. Bertch – On Wednesday August 23 there will be a unit meeting for the Learning Center, Testing Center and Office for Student Access. Food will be served.
- D. Bertch – On Tuesday, August 29 there will be mandatory tutor training in the Learning Center. Food will be served.
- D. Bertch handed out “KVCC English and Math placement: Placement tests and high school GPA”. Please review for discussion at the August 8 meeting.
- K. Johnson reminded Cabinet to bring the Next Steps Board Planning document next week.
- K. Johnson distributed the CCSSE Report. Please review carefully for discussion at the August 8 meeting.
- T. Welsh indicated that DegreeWorks will be upgraded next week and that some down time should be anticipated.
- B. Lueth attended the MCCDEC workshop on July 31. Several data resources were identified and are available. Information on FY18 Perkins should be coming out shortly.

- M. Collins reported that the College closed on the sale of Lot 3 (Groves) on Friday July 28, 2017.
- M. Collins shared that the contract for the Rain Garden was awarded.
- M. Collins reminded Cabinet that college-wide meetings are scheduled for August 9 at 10 a.m. and 2 .m. for the Director of Retention position. Encouraged all to attend.
- M. Collins reported that applications for the Director of Facilities position have closed. B. Bates, J. Saylor, T. Buszek, J. Pitts and M. Collins will make up the interview committee.
- L. Anderson shared that Financial Services (S. Moats) is following up with students prior to the five-day drop to make sure they are aware that they may be missing something (e.g., Financial Aid item) or need to pay a balance prior to the drop date.
- L. Anderson shared rental book activity for FY17. More efforts will be made to inform students of choices available in the bookstore.
- L. Anderson updated cabinet on the final state appropriation increase of \$74,800 for KVCC; and, the \$2 million Michigan Enhancement Grant awarded for the BHLC. Both of these bills have been signed (Public Acts 107 and 108).
- L. Anderson handed out comparisons related to allocation of funds for KVCC (multiple years) and for Group 3 schools (2015-2016 ACS).
- L. Anderson reported that materials have been compiled related to minors on campus and will be headed to the attorney this week.
- M. Schlack reflected on how we may be able to create interest at a national media level in our BHLC initiative. Several ideas were discussed.

Next Cabinet Meeting: August 8, 2017 at 8:00 a.m.