

To: Cabinet, Archives
From: Char Gibson
Subject: Minutes of August 29, 2017

Members Present: Anderson, Bertch, Collins, Johnson, Welsh, and Schlack
Staff Present: Gibson

The minutes of August 22, 2017 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
 - M. Collins reported a few more students are expected noting some visas were denied.

- Early College
 - D. Bertch reported on issues with enrollment at a couple of high schools.

- Enrollment Management
 - M. Collins reported on upcoming events and enrollment numbers.

- Retention
 - M. Collins reported Evan Pauken, Director of Retention and Completion starts Tuesday, September 5, 2017.

The group briefly discussed CCSSEE persistence rate retention numbers.

- Guided Pathways
 - Nothing new to report.

- University Center
 - C. Jbara and D. Bertch reported on meetings and discussions with Kettering, and Siena Heights Universities.

- Life Enrichment
 - C. Jbara updated the group on the status of Life Enrichment classes.

- Analytics – K. Johnson provided an overview of the new financial aid page of the Dashboard and next steps.

- Diversity and Inclusivity
 - M. Schlack reported working with Trice on goals and objectives.

2. Standing Items

— Travel

- Mark Reed to attend the Great Lakes Planetarium Conference in St. Louis October 10 – 14, 2017.
- Jim Ratliff and Ashley Bowler to attend the Midwest Collaborative for Library Services (MCLS) roundtable at the Kalamazoo Public Library on September 21, 2017.
- John Abbott and Virginia Wooley to attend the Michigan Region PTK 2017 Leadership Conference at the Leelanau Outdoor Center in Maple City, MI September 8 – 10, 2017.
- Colleen Olson to attend the 2017 National Association of College Academic Advisors (NACADA) conference in St. Louis, MO October 11 – 14, 2017.
- Josh O’Keefe, Tom Sutton and Tony Parcher to attend ENSA Professional Development 2017 in Amarillo, TX November 6 – 10, 2017.
- Lizzie Luchsinger, Camille White and Vivien McCurdy to attend the Grand Rapids Community Culinary Program and Meijer Concept Store in Grand Rapids, MI August 29, 2017.
- Tim Welsh to attend Gartner sourcing and Strategic Vendor Relationships Summit in Nashville, TN September 12 – 15, 2017.

— Grants

- Meijer Healthy Eating- Culinary Creations grant was approved to move into proposal stage.

— Kudos

- From Kim Grubka to Erin Dominianni for her article on free dental services to area veterans.

— Reality Check – None presented.

— Hires, Resignations, Transfers, Retirements

Hires

- David Grohs, Advanced Technology Lab Manager ParaPro, effective 8-28-17
- Ian Leuty, PT Food Hub Lab Coordinator, effective 9-3-17
- Mark Walters, Director of Libraries, effective 11-1-17

Resignations

- Tayrn Love, PT Testing Center Desk Clerk, effective 8-10-17
- Lief Doezema, FT Instructional Manager – Wind Academy, effective 9-6-17

— Other

- C. Jbara requested and received approval to waive the four week hiring freeze for the FT Instructional Manager – Wind Academy position.
- D. Bertch reported on the number of sections cancelled to date compared to last year.

- D. Bertch reported that a partnership with Lansing Community College is expected to move forward for a Surgical Technology, AAS program of study.
 - T. Welsh reported on status of semester start-up preparations.
 - M. Collins reported on campaigns underway.
 - L. Anderson reported the new 5-year master plan is still not posted to the transparency site. T. Welsh will follow-up with Mike Thompson.
3. Ellucian Grant Services – The group briefly discussed pricing for Ellucian Grant Services. To be further discussed.
 4. Minors on Campus – L. Anderson distributed for review the *Youth Participation Consent, Waiver/Release, and Medical Treatment Authorization Form* recommending KVCC use this form going forward. After brief discussion it was determined that further research is necessary. M. Collins will reach out to R. Panico for assistance and report back.
 5. Internships FY 2017-18 – Internship requests were submitted for the following areas: BREW, CIS, FIC, PROMO, Instructional Support, Soccer Club, and IT.
 6. Dashboard Financial Aid Charts Presentation – K. Johnson provided an overview of the financial aid page of the Dashboard and next steps.

Next Cabinet Meeting: September 12, 2017 at 9:30 a.m.