

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of October 17, 2017

Members Present: Anderson, Bertch, Collins, Johnson, Welsh, Jbara, and Schlack
Staff Present: Sherry Smurr

The minutes of October 10, 2017 were approved as amended.

1. Update/Action or Goals and Results
 - International Admissions
 - Winter enrollment discussed
 - Early College
 - Adding more sections of WPE112 (Safety and First Aid)
 - Enrollment Management
 - Enrollment/Registration event on Nov. 29 from 4-7. Volunteers needed from 3-8
 - Modified testing center to be in room 4380 during Nov 29 event
 - Retention
 - Retention strategies discussed
 - Guided Pathways
 - Nothing new to report
 - University Center
 - WPE faculty working with WMU Exercise Science on potential transfer pathways
 - Life Enrichment
 - Working on Winter classes
 - Analytics
 - Ordered the book “Creating a Data Informed Culture in Community Colleges” by Brad C Phillips and Jordan E. Horowitz for cabinet members
 - Discussed KPI presentations for Admin Plus meeting
 - Diversity and Inclusivity
 - Dar Mayweather Presentation November 2, 2017

Standing Items

- Travel
 - D. Bernard to participate in a CAAHEP Site Visit at Wisconsin Indianhead Technical College in Richmond, WI from November 15-17, 2017
 - K. Dockerty to attend the Michigan Political Science Conference at Eastern Michigan University from October 26-27, 2017

- Elia Garcia and Diane Finch to attend (NAFSA) Region V Conference in Detroit MI from October 17-20, 2017. (Originally noted Oct. 18-21, 2017)

— Grants

- \$10,500 application to the Kalamazoo Community Foundation for Healthy Living Campus Management for Invasive Species is moving to full application
- \$2,300 application to the Kalamazoo Community Foundation to bring speaker Jerry Dennis to teach students about Water Stewardship is moving to full application

— Kudos

- Dannie Alexander, Terry Sibbersen, Jerry Lentz, Dennis Zavada, Tom Bauer, Dean McCurdy, Vivien McCurdy, Rachel Bair, Lucas McFarland, Joel Boone, Cory Barrett, and Mike Collins for all of their hard work this weekend cleaning up after the power loss at the Culinary Allied Health Building.

— Reality Check

- Nothing new to report

— Hires, Resignations, Transfers, Retirements

Hires

- Juamaine Douglas, PT Interpretation Specialist, effective 10-6-17

Resignations

- Mark Saylor, FT Maintenance Specialist (TTC, 1st Shift), effective 10-27-17

— Other

- Update of Authority List
- Food will be served at Staff Development Training for the Interpretation Specialist staff on Dec 21, 2017
- Dental Hygiene program accreditation site visit will take place October 18 & 19

— Minors on Campus - Youth Participation Consent Waiver was discussed

— Added “Special Highlights” to Standing Items

— HR Classification process discussed

Next Cabinet Meeting: October 24, 2017 at 7:30 am.