

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of December 5, 2017

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

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The minutes of November 28, 2017 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
  - Winter 2018 Enrollment discussed
- Early College
  - Discussed schedule for next year
  - Standard policy and procedures are being developed
- Enrollment Management
  - 150 attended the “Get It Done” event, 60 new students registered
  - Recapture Campaign underway
- Retention
  - E. Pauken and EJ Bast working on a consolidated retention plan
- Guided Pathways
  - Team went to Macomb for MCCA Conference
- University Center
  - Recent KV Focus article discussed
  - Exploring potential partnership with Trine University
- Life Enrichment
  - Catalog being published with winter offerings
- Analytics
  - Continue discussion on “Creating a Data-Informed Culture in Community Colleges” book, will incorporate Enrollment and Retention Plan.
- Diversity and Inclusivity
  - In the process of developing a Website
  - Martin Luther King Day program planned

**Standing Items**

- Travel
  - D. Coates to attend the American Camp Association National Conference in Orlando, FL from February 17-25, 2018.
  - Bob Bechtel to attend the Information Builders Summit in Orlando FL from May 21-25, 2018.
  - Randall Davis to attend the MSU Better Process Control School Conference, Acidified Foods and Low Acid Canned Foods in East Lansing from March 6-9, 2018.

- Rachel Bair, Randall Davis and Ian Leuthy to visit Urschel Test Labs in Michigan City IN on December 15, 2017.

— Grants

- College was not successful with a recent Meijer grant proposal

— Special Highlights

— Kudos

- Alisha Cederberg did a fantastic job organizing the “Get It Done” event
- Dannie Alexander, Terry Sibbersen, Facilities Team and Mike Collins for great oversight, coordination and negotiation in support of the KVM Innovation Gallery implementation.
- Patti Henning, Amy Louallen, Rick Ives and Kathy Jacobs for their hard work on the Non-Criminal Justice Agency Audit

— Reality Check

- Winter enrollment down by 9%
- State Legislature’s discussions regarding funding retirement plan short-falls

— Hires, Resignations, Transfers, Retirements

Hires

- Tyler Deau, PT Audio Visual Aide, effective 11-20-17
- Angela Marsh-Peek, Director of Advising and Counseling, effective 11-27-17
- Kayleb Mallory, 2<sup>nd</sup> shift Utility Maintenance Specialist at TTC, effective 11-28-17
- Ron McGee-Sinclair, PT EDMT Lab Assistant, effective 12-1-17
- Nakia Stegall, FT 2<sup>nd</sup> shift Custodian at TTC, effective 12-4-17
- Jeffrey Martin, PT Computer Lab Assistant at TTC, effective 12-4-17
- Telisha Saunders, Office Specialist ParaPro in Institutional Support Services, effective 12-4-17
- Amy Galick, FT Database Analyst in Institutional Research, effective 12-4-17

Transfers/Appointments

- Nathanael Ward, from 2<sup>nd</sup> shift Utility Maintenance Specialist at TTC to 1<sup>st</sup> shift, effective 11-28-17
- Kara Bailey, from PT Student Ambassador and PT Evening/Weekend Supervisor in the Library to Office Specialist ParaPro for Institutional Support Services, effective 12-18-17
- Brian Lueth, from Controller to Vice President for Finance and Business, effective 1-1-18
- Katherine (Kate) Miller, from Corporate Training Specialist to Corporate Training Manager, effective 1-1-18

Resignations

- Paula Willson, PT Librarian, effective 12-14-17
- Vivien McCurdy, Director for Food Safety and Nutrition, effective 12-31-17

— Other

- Budget discussed

- Four week waiting period to fill Nursing Dept. Coordinator position is waived
- Degree Works training continues this week
- Mike Collins updated the group on construction projects nearing completion at FIC, CAH, CNM, AWH and KVM
- FIC Community Hoop House assembly will begin in the spring
- Process for CAH Facility Request was discussed

"Wearing Masks or Hoods on College Property" Policy was discussed. Rick Ives will bring back a new CMOP for review.

HR Classification Process discussed

**Next Cabinet Meeting: December 12, 2017 at 7:30 am.**