

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of December 12, 2017

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

The minutes of December 5, 2017 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
 - Winter 2018 enrollment expected to be up from last year
- Early College
 - January enrollment in progress
- Enrollment Management
 - Recapture campaign going on now
- Retention
 - Registration down 6%
- Guided Pathways
- University Center
- Life Enrichment
 - Catalog being published with Winter 2018 offerings
- Analytics
 - Continue discussion on “Creating a Data-Informed Culture in Community Colleges”.
- Diversity and Inclusivity
 - Martin Luther King Day activities planned

Standing Items

- Travel
 - Molly Cartwright to attend the Successful Strengths Coaching Seminar in Chicago, IL from January 16-18, 2018.
 - Gail Fredericks to attend the JNGI Gateway Course Experience Conference in Houston, TX from March 25-27, 2018.
 - Sarah Hubbell to attend the FERPA Training/ Conference, including the Pre-Conference Registrar Meeting in Orlando, FL from March 24-28, 2018.
 - Trice Batson to attend the National Association of Diversity Officers in Higher Ed Conference in Washington DC from March 7-9, 2018.

- Grants
 - The college and WMU were not successful in the USDA Higher Ed Challenge grant proposal

- Kudos
 - EJ Bast for his help with the FASFA completion event at Portage Public Schools.
 - Sarah Humes for her extensive research and continued great work regarding Images and medals from WWI that belonged to a KV Museum visitor's great grandfather whom he had minimal information on.
 - Marketing Department for their assistance accessing the Community Voices online newsletter for the CNM Life Enrichment classes.
 - Cynthia Schauer for her work with WMED students

- Reality Check
 - Discussed enrollment and retention

- Hires, Resignations, Transfers, Retirements

Hires

- Tanya Wolfe, Assistant Bookstore Manager/Buyer, effective 12-18-17
- Terri Zirkle McDonald, PT Services Assistant at CAH, effective 1-4-18

Resignations

- Sarah Stiennon, PT Museum Interpretation Specialist, effective 12-21-17
- Jason Vandyken, PT Security Officer, effective 1-1-18
- Spencer Brignall, PT Security Officer, effective 1-1-18

— Other

- Breakfast will be provided for staff at SSS Unit planning meeting on January 25, 2018
- Dennis Bertch requesting signature authority for Angela Marsh-Peek for STDEV, CNSLG, SSCG
- International orientation serving snacks on December 20, 2017
- Degree Works training was a success.
- Two sessions of Degree Works training for faculty to take place in January
- Police Academy Graduation taking place on 12/12/17 @ 3:00pm in the Dale B Lake Auditorium on TTC
- Wind Academy Graduation taking place on 12/15/17 @ 11:00am at the Groves Center

Final reading of CMOP 3000 "Wearing Masks or Hoods on College Property" was reviewed and approved by Cabinet members.

HR Classification Process discussed

Next Cabinet Meeting: December 19, 2017 at 8:00 am.