

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of December 19, 2017

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

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The minutes of December 12, 2017 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
  - Orientation on 12/20/17
  - Currently 15 registered for Winter 2018 semester
- Enrollment Management
  - Enrollment for Winter 2018 is improving

**Standing Items**

- Travel
  - D. Coblenz to attend the AHR Expo at McCormick Center in Chicago, IL from January 22-24, 2018.
  - Tammy Barnes, Ron Cleveland and Tom Howes to visit the Impression5 Science Museum and the Michigan History Center in Lansing MI on January 5, 2018
- Grants
  - Not successful with the following two grant requests to the Kalamazoo Community Foundation:
    - \$2,300 Sustainability Speaker
    - \$10,500 Management for Invasive Species
  - We are proceeding to the full proposal stage for our KVAAP \$1.6 million grant request to Stryker Johnston Foundation
- Special Highlights
  - New KVAAP Program Director in February
- Kudos
  - The December 2017 Graduation Ceremony went well. Student Representative, Nina Ledford, and Faculty Representative, Tom Keena, did a great job on their speeches.
- Other
  - Operating Budgets were discussed
  - Lunch will be served at the Kalamazoo Promise meeting on 12/20/17
  - Sexual Harassment Policy was discussed

- Civil Rights Complaint regarding our website was discussed
- Capital Outlay requests discussed
- Higher Learning Commission's Assurance review will be due on 12/9/2019. Preparation will begin in 2018.
- Police Academy and Wind Academy Graduations were held last week

**Next Cabinet Meeting: January 2, 2018 at 8:00 am.**