

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of January 16, 2018

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

The minutes of January 9, 2018 were approved as amended.

1. Update/Action or Goals and Results
 - International Admissions
 - We are talking to new students for the upcoming Summer and Fall semesters
 - Early College
 - Deb Coates is working on a year-long schedule
 - Enrollment Management
 - Enrollment is down 1.2%
 - Retention
 - Numbers are looking good.
 - Evan Pauken gave a great presentation on retention at Seminar Days. He will present to cabinet next week.
 - University Center
 - Continuing exploration with Ferris.
 - Life Enrichment
 - Classes up and running
 - We will have more focus on cooking
 - Analytics
 - Mid-year KPI's are due January 22, 2018. Will present mid-year update at Admin Plus meetings. Presentations should include the questions from our book discussion.

Standing Items

- Travel
 - Bob Vezeau to attend the Mc Graw Hill Symposium in New Orleans, LA from January 25-28, 2018.
 - Ben Bylsma to attend the Northern Michigan Small Farms Conference in Traverse City, MI from January 26-27, 2018.
 - Tim Welsh, Joseph Montgomery and Renee Daudart to attend the Michigan Salesforce Forum at the WMU Fetzer Center on January 18, 2018.
 - Erin Macioce to attend the FA201 and MSFAA Winter Conference in Dearborn MI from January 28-31, 2018.
- Grants

- Meeting with Stryker Johnston Foundation next week to discuss the \$1.6 million KVAAP grant.

— Kudos

- To Ashley Hamilton and Levi Funk for a great job organizing the welcome tables
- To Mike Olvitt and Facilities Team for the quick attention and diligent fix after a roof leak in the Groves Wind Lab. Excellent service!

— Hires, Resignations, Transfers, Retirements

Hires

- Korina Christensen, Administrative Assistant in ARR, effective 1-17-18

Resignations

- Telisha Sanders, Office Specialist ParaPro, effective 12-22-17
- Brandon Grosvenor, Maintenance Specialist, effective 1-23-18
- Michelle Ringle-Barrett, Guided Pathway Advisor, effective 1-24-18
- David Lynch, Network Systems Manager, effective 1-26-18

— Other

- Universal Design meeting to be held on 1-19-18
- KVCC Asset Map Survey distributed; to be discussed next week
- Food Service area at AWH will be opening up again
- Evan Pauken to provide Retention presentation that he gave at Seminar Days to Cabinet next week
- Craig Jbara asked for Budget Supervisory Authority for Kate Miller to 1131 9111 (Groves)
- Approved that the four week waiting period be waived for the full-time night security position opening on 1-19-18.

Next Cabinet Meeting: January 23, 2018 at 8:00 am.