

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of February 20, 2018

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

The minutes of February 6, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
 - We currently have 69 F1 students and 58 concurrent enrollments
 - Diane Finch is leaving for a recruitment trip on 2/22/18
- Early College
 - On 2/6/18 we had 745 people show up for collaborative Early College orientation at the Kalamazoo Air Zoo.
 - Mattawan High School pursuing Early College in Fall 2018 semester
- Enrollment Management
 - Summer campaign set for 3/12/18
- Retention
 - Asset Map Survey went out 2/16/18 and is due back by 3/9/18
- Guided Pathways
 - Working on activities with instructional student success, and student service admissions group
- University Center
 - Meeting with Davenport University in the near future
- Life Enrichment
 - Classes are well underway. Urban Homesteading, Master Rain Gardener, Beekeeping and Fitness Basics are all at capacity.
- Diversity and Inclusivity
 - On 2/21/18 Kenya Shakir (GVSU) will be speaking about Exclusion in the Cause for Inclusion: Supporting our Privileged Allies at TTC room 4240 from 11:00 to 1:00

Standing Items

- Travel
 - D. Cunningham and N. Vendeville to attend the Great Lakes Navigators Conference in Dearborn, MI on February 16, 2018.
 - P. Eagan to attend the Great Lakes Regional Student Success Conference at Oakland University in Rochester, MI from February 14-16, 2018
 - P. Eagan to attend the ALEKS State Meeting in Grand Rapids, MI on February 9, 2018
 - Anna Fontaine to attend the Michigan Reading Association 62nd Annual Conference in Detroit, MI from March 17-18, 2018

- D. Coates to attend the Michigan Early Middle College Association Convention in Flint, MI from March 15-16, 2018
- Mark Reed, LaRue Russell and Steve Crawford to attend the Michigan Digistar Users Group Meeting at Delta College in Bay City MI on February 24, 2018

— Grants

- KVCC was awarded a \$1.6 million grant from Stryker-Johnston Foundation in support of the KVAAP program.

— Special Highlights

- Kathy Kersetter and seven students went to Grand Rapids on February 10 to compete in the State level Business Professionals of America (BPA). Four KVCC students are eligible to compete at the National level BPA in May in Dallas TX. These students are Susan Nicholson, Tetyana Tymchuk, Timothy Kanaan, and Riley Marvin.
- Kalamazoo Promise students developmental math class pass performance has improved from 36% in 2006 to 53% in 2017 and developmental english/reading class pass performance has improved from 48% in 2006 to 67% in 2017.

— Kudos

- To Ted Forester for helping Diane Finch ship materials out of the country to six locations.
- To Curtis Townsell for expediting Diane Finch's large printing request for international brochures.
- A huge thank you to the Grove's Staff for their support as they continue to finalize corporate training's most productive third quarter since 2009! Special acknowledgement to Ben, Delia, Ian, Josh, Judy, Kara, Kenyatta and Lizzie for your direct contributions and the extra hard work you all have provided to support our customers and/or by serving on the hiring committee since mid-December.
- To Dennis Zavada for consistently going above and beyond to monitor and care for equipment, for being a tremendous help, being easy to work with and for being so good at what he does.
- To Ben Bylsma, Randall Davis, Charles Bosses, Tip Maddux and the rest of the Valley HUB team for passing our USDA GAP Audit on 2/1/18.
- To Linda Depta and her team for their great work promoting KVCC at the Kalamazoo Air Zoo on 2/6/18
- HR underwent an audit by the Michigan State Police in November regarding our use of criminal history record information. Amy Louallen worked through revising the security policy and we have been declared fully compliant.

— Reality Check

- KVCC diversity and culture were discussed
- Discussed State Legislature revenue and community college expectations.
- External pool rental was discussed

— Hires, Resignations, Transfers, Retirements

Hires

- Sara Herrmann, Controller, effective 2-12-2018

- Remi Harrington, FT Program Coordinator – Community Farms, effective 2-19-18
- Louis Thomas, Director of KVAAP, effective 2-26-18

Transfers/Appointments

- Mike Schulte, from Full Time to Part Time Public Safety Officer, effective 2-5-18

Retirement

- Elspeth Inglis, Museum Program Services Manager, effective 5-4-18

— Other

- We have officially received the Dental Hygiene accreditation.
- Kalamazoo Promise outcomes were shared with the group
- Budget task force data information shared with the group
- Recommended and agreed that we move one of the three Pathway advisors into a Career advisor position.
- Dennis Bertch and Mike Collins will present KPI's at next Administrator's Plus meeting
- Volunteers for the Job Description Committee were discussed.

Second reading and acceptance of CMOP 5060 Web Accessibility Policy

Reviewed and discussed the budget

Next Cabinet Meeting: February 27, 2018 at 8:00 am.