

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

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

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

1. Update/Action or Goals and Results
  - International Admissions
    - Diane Finch back from her recruitment trip to South America, Panama, Columbia and Peru
  - Early College
    - Talent Show will be held Friday, 3/23/18 from 6-8 in the Dale B Lake Auditorium.
    - MOU Contract with Mattawan (our fourth school)
    - Possibly 100 new Early College students to join us in the Fall
  - Enrollment Management
    - Summer registration is underway
  - Retention
    - Working with Marketing on Summer registration targeted information
    - Registration goals survey is running with the new changes
  - Guided Pathways
    - Continue to plan for group to go to State conference on April 12 & 13 for Student Services and Student Services with Math
  - Life Enrichment
    - Installing non-credit software. Looking at a May implementation date.

#### **Standing Items**

- Travel
  - M. VanDonselaar to attend the Michigan Society for Respiratory Care Spring Conference in Dearborn, MI from April 11-13, 2018.
  - Students D. LeLaRosa, A. Hughes, M. Tomaski, T. Harrison, A. Grimm, A. Horein, B. Martin and R. Nozicka to attend the Michigan Society of Respiratory Care's Sputum Bowl in Dearborn, MI from April 11-12 with A. Moss.
  - M. Farris, A. Shreve, N. Blades-Penn, C. Stroven, N. York, C. Olson, A. Shannon, K. Hayward, J. Buysse and L. Cosby to attend required Human Trafficking Training at Western Michigan University on May 18, 2018.
  - J. Koehler, J. Zuiderveen, R. Sager, S. MacFarlane, T. Halpin, B. Rodriguez, K. Basaran, M. Yousif, C. McGrew, C. Cunningham, A. Rushing, K. Hamelink, D. Bedford, A. Anderson, Z. Cohen, A. Aernie, S. H. Johnson, D. Rowe, J. Strickland, D. Diamante and

- M. Durette to attend the Midwest Collegiate Computing Conference in Grand Rapids, MI on March 24, 2018.
- T. Halpin, M. Yousif, K. Hamelink, D. Bedford, J. Strickland and Z. Cohen will be attending the United States Information Technology Collegiate Conference in San Antonio, TX from April 5-8, 2018.
- S. Hollar, N. Newman and C. Cockerel to attend the Gateways to Completion Conference and Workshop in Houston, TX from March 23-26, 2018.
- H. Stevens, K. Dodd and J. Buysse previously approved to attend the NACADA Region 5 Conference from April 11-13, 2018 in Columbus, OH would like to extend their travel to include April 10, 2018. They have been invited to visit and tour Columbus College of Art and Design. Kevin, Heidi and Jenny will be presenting at the NACADA on the Art (and Design) of Guided Pathways.
- J. Buysse, K. Schneider and C. Olson to attend the Community College Cooperation Conference at WMU on April 20, 2018.
- Sheila Goodell to attend the Basic Physical Defense Instructor Certification (R.A.D. System Basic Physical Defense Training) at Wayne State University in Detroit, MI from April 30-May 2, 2018.
- Rick Ives and Don Benthin to attend the Educational Facilities – Preparing for Man-Made Disasters Conference at the Kalamazoo Radisson Plaza Hotel in Kalamazoo, MI on March 21, 2018.

— Kudos

- To Rick Garthe, Erick Martin and Erick's lab tech Ed Steimla Jr. They saved the auto lab over \$1800 by building a battery fixture for removing and installing high voltage batteries in and out of Chevrolet Volts

— Reality Check

- Bentler opportunity discussed
- Ideas for marketing towards the Adult Learner was discussed

— Hires, Resignations, Transfers, Retirements

Hires

- Greg Baldino, PT Library Reference Aide, effective 3-7-18

Transfers/Appointments

- Stacey Flores, PT Switchboard Operator to FT Switchboard Operator, effective 3-19-18
- Amy Mach, FT Switchboard Operator to PT Switchboard Operator, effective 3-19-18

Resignations

- Gillian Wright, PT Student Services Assistant, effective 3-23-18

— Other

- Kalamazoo Promise Meeting will be serving lunch at the CAH on March 21, 2018
- Seeds of Pedagogy will be serving food on March 23, 2018 from 8:00 a.m. - 1:15 p.m.
- Onboarding will be serving food on May 1, 2018 from 6:00 p.m. – 8:00 p.m.

- FYE Workshop will serve food on May 23, 2018
- KV Cultural Celebration will serve food on March 27, 2018 from 11:45 a.m. – 1:15 p.m.
- Update for employees MPSERS 3% was discussed
- Discussed how partnerships with other colleges affect us as well
- EFE Council Meeting to be held on March 22, 2018
- Recycling Event to be held on April 13, 2018
- We are switching to National Clearing House for our official transcript requests. The cost will change from \$3 to \$6
- Our Draft Cohort default rate is 20.8 for
- KRESA Charter Graduation to be held at AWH the week of June first.
- Budget Task Force meeting on Friday, March 23, 2018

Campus Rentals – There is a culinary event scheduled for March 21, 2018

College Happenings Communication – Report of happenings will come from Administrator's Plus meeting

Veteran's Lounge relocation plan and Food Pantry ideas were discussed

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