

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of April 3, 2018

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

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The minutes of March 27, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
  - Diane Finch back from her recruitment trip to South America and Central America.
  - Fall enrollment will be approximately 20-30 new students.
- Early College
  - Talent Show was a success. They had 14 acts and 100 people attend
  - High school students are required to take state testing
  - Students on spring break at their home school are required to attend KVCC classes
- Enrollment Management
  - Summer 2018 registration as of Friday, March 30, 2018, is down 5%
- Retention
  - First goal survey done. We are using results for targeted marketing.
- Guided Pathways
  - Moving forward with group to go to State conference at Jackson Community College
- University Center
  - Marketing with Davenport College
  - Talking with Columbia College
  - Working on redoing the display cases outside of the University Center
- Life Enrichment
  - Several classes underway
  - Looking for new ideas on classes. Please let them know if you have any suggestions.

**Standing Items**

- Travel
  - Lois Baldwin, Michele McGowen and Cara Blaim to attend the MI-AHEAD's spring conference in Grand Rapids, MI from May 31-June 1, 2018.
  - Evan Pauken to attend the MSSN Guided Pathways Institute meeting in Jackson, MI April 12-13, 2018. Daniel Cunningham is unable to attend as originally planned.
  - J. Stephenson, A. Jackson, E. Hasman, I. Chagolla, A. Ferguson, A. Thorpe, N. Grimmer, M. Frank, A. Gill, G. Clopton, E. Burton, J. Powell, A. Salazar, M. Shroder, R. Dixon, D. Portis, J. Adams, R. Moore, M. Davis, T. Best and E. Bell to travel to a Detroit Piston games in Detroit, MI on April 6, 2018.

- Beth Gregory-Wallis to attend the Clifton Strengths summit in Omaha, NE from July 16-18, 2018.
- Caroline Williams to attend the “Resistance to Slavery and Early Civil Rights” tour in Niles, Battle Creek, Cassopolis and Marshall, MI from June 2-3, 2018.
- Lizzie Luchsinger to attend the Lifestyle Medicine Conference at Harvard University in Boston MA from June 21-24, 2018.
- Rick Ives and Don Benthin to attend the Area Wide Campus Safety Meeting at GVSU in Grand Rapids, MI on April 24, 2018.
- Sheila Goodell to attend the RAD Instructor Certification Course in Detroit, MI from April 30-May 2, 2018.
- Sara Herrmann, Muriel Hice, and Brian Lueth to attend the Plante Moran Annual Higher Education Technical Training in East Lansing, MI on May 8, 2018.

— Kudos

- Mamatha Pachika for her help in finding a way for us to import over 800 individuals into a check run for former employees to receive their 3% refund. This will significantly improve the time and accuracy of the information.
- Kevin Lavender, Kevin Schneider, Ezra Bell and Levi Funk for organizing the March Madness 2018 event.
- Cynthia Schauer, Kevin Schneider, Daniel Benard, Kristen Catalano, Mary Dey, Nina Dickerson, Kimberly Grubka, Patricia Henning, Becky Herington, Anella Koneru, Erin Macioce, Albert Moss, Amy Murray, Colleen Olson, Theresa Shane for all their hard work on the Pre-Health Networking event.

— Hires, Resignations, Transfers, Retirements

Hires

- Carolina Lumetta, PT Student Ambassador, effective 4-2-18

Resignation

- Mike Babb, Full-Time BREW Faculty, effective 8-31-18

— Other

- Pizza and salad to be provided for the Public Safety officers and KVM staff participating in an Active Shooter Drill on May 2, 2018
- Discussed “What is Inclusive Access for books?”
- Discussed HLC 2019 Assurance Review – Teams are set
- Café/Coffee Hut summer hours discussed
- KVCC Culinary was featured in a Bronson advertisement in the Encore Magazine

Budget was discussed

Leadership Academy discussed

**Next Cabinet Meeting: April 10, 2018 at 8:00 am.**