

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of May 1, 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 April 24, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
  - We have 2 F1 students enrolled for Summer 2018 semester.
  - We have 24 F1 students enrolled for Fall 2018 semester with the potential for more.
- Early College
  - 17 Early College students received their Associate's Degree at commencement on April 29, 2018
  - Third Early College orientation expecting 200 plus students for fall semester
- Enrollment Management
  - Summer 2018 registration as of last week is down 2<sup>1</sup>/<sub>2</sub>% but we have picked up about 70 more students over the weekend.
- Retention
  - Asset map answers are compiled and will be sent out this week. Look over and let Evan know if any changes need to be made.
- Guided Pathways
  - Taking a look at how Guided Pathways touches everything we do.
  - In the process of hiring a counselor
- Life Enrichment
  - Offering 30 programs through Summer and Fall. The Youth cooking class has 38 on a waiting list.
- Analytics
  - New Dashboard tab labeled "Success" is being developed.
  - The 2018 KPI process will conclude in June, then we will discuss the 2019 process in July.

**Standing Items**

- Travel
  - Ariel Bradford, Lydia McDaniel, Jamin Willoughby and Virginia Wooley to attend the 30<sup>th</sup> Michigan Regional PTK Conference at Jackson College in Jackson, MI from May 18-20, 2018.
  - Mary Dey to travel to conduct a medical assisting initial CAAHEP accreditation in Boise, ID from May 3-5, 2018.

- Laura Cosby and Paige Eagan to attend the Jobs for the Future Postsecondary State Networking Meeting in Ft. Lauderdale, FL from July 18-19, 2018. Travel, meals, lodging and meeting expenses will be covered by the MCSS.
- Coty Dunten to attend the Fostering Success Michigan's Higher Education Consortium Retreat at Northwestern Michigan College in Traverse City, MI from June 7-8, 2018.
- Michael Morehouse to attend the 3<sup>rd</sup> Annual National Guard Professional Educator Summit in Ann Arbor, MI from June 13-15, 2018.
- Cole McDaniel to attend the Michigan Student Financial Aid Association Summer Training at Crystal Mountain Resort in Thompsonville, MI from June 10-13, 2018.

— Grants

- \$392,396 proposal to USDA for Local Food Promotion Program, Rachel Bair, Project Manager

— Kudos

- To the number of people who made our graduation a success.
- To **Jenny Buysse** and **Joyce Tamer** for their hard work and commitment to FYE this semester.
- To **Denise Thomas** and **Denise Baker** for helping out the Groves Center with class materials.

— Hires, Resignations, Transfers, Retirements

Retirement

- Maruice Huss, Custodian, Effective 5-30-18

— Other

- Gail Fredericks and group to host a meeting on May 7, 2018 regarding update on development of online AAS. Refreshments will be served.
- Food to be served at the Paul Hernandez presentations on May 23, 2018.
- Enrollment Task Force Retreat Meeting will serve food on May 4, 2018.
- Cyber Security web testing being done over the next month.
- MICC Summer Enrollment numbers discussed by the group.

Dan Mondoux gave a presentation on HLC Assurance Overview

HR Classification Process discussed

**Next Cabinet Meeting: May 8, 2018 after Board Meeting**