

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of July 17, 2018

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

The minutes of July 10, 2018 were approved as presented.

Update/Action or Goals and Results

- International Admissions
 - 40 F1 visas for the Fall
- Enrollment Management
 - Discussed potential impact of batch cancellation. Currently down 4.8%
- Retention
 - Re-Up program will be implemented to assist with reenrolling former students.
- Guided Pathways
 - Employees attended a National Guided Pathways Conference and compared KVCC to other colleges. We are in line with the other schools.
- Analytics
 - Summary of college level KPIs for last fiscal year at upcoming Admin Plus meeting
- Diversity and Inclusivity
 - Discussed how KVCC can celebrate our success in Diversity and Inclusion and further the efforts and the dialog across all areas in the college.

Standing Items

- Travel
 - Denise Lindsley to attend the National College Testing Association (NCTA) Conference in Scottsdale, AZ from September 4-7, 2018.
 - Suzanne Gardner, William Kring and Dennis Bertch to attend the MAT² Recognition Ceremony in Lansing, MI on July 13, 2018.
 - Suzanne Gardner and Michael Gettle to attend a Marshall Plan presentation at Western Michigan University on July 19, 2018.
 - Randall Davis and Taylor Smith to attend a state wide meeting about workforce development in the food system at MSU in Lansing, MI on July 31, 2018.
 - Randall Davis to attend a farmer supplier visit, GAP audit and a MI Food Safety Network Meeting in Marion, Traverse City and Marquette, MI from July 25-27, 2018.
 - Rachel Bair and Remi Harrington to Detroit, MI for research on urban farms and cooperative marketing strategies pertaining to Community Farms Project on July 31, 2018.
 - Rachel Bair to attend the Routes to Farm meeting in Illinois on July 16, 2018.

- Grants
 - \$60,000 proposal to Community Farms Project Support-FIC Workshop for supporting elements of an entrepreneur development program in urban agriculture, Rachel Bair, Project Manager.

- Special Highlights
 - Would like KV Focus to do an article on the MAT² graduates.

- Kudos
 - **Michael Hall** and **Amy Galick** (Instructional Research) for outstanding effort in developing the raw data upload process for Voluntary Framework of Accountability. The VFA data will be the basis for metrics for Guided Pathways and other college-wide metrics. Michael in particular has been working long hours to get this project finished.
 - **Patti Henning** and the **nursing faculty** for achieving candidacy for accreditation for with ACEN

- Hires, Resignations, Transfers, Retirements
 - Hires
 - Charles Wilkinson, Network Analyst, effective 7-16-18
 - Transfers/Appointments
 - Mustafa Al-Nemer, from PT Computer Lab Assistant to PT Receptionist in Faculty Reception, effective 7-23-18
 - Retirement
 - Susan Roseboom, Office Specialist-Admissions, effective 7-31-18

- Presidential Transition Items
 - The Cabinet discussed the following related to Dr. Washington's transition to KVCC President:
 - Confirmed external speaking engagements for Dr. Washington:
 - Monday August 27 – Kalamazoo RESA Back to School Breakfast
 - Friday Nov. 30 – WMU Hayworth College of Business
 - Fall 2018 Inauguration and Welcoming Weekend:
 - An inauguration and welcome event will be planned for the Fall of 2018. A planning committee will be formed.
 - Other Internal meetings and events:
 - Dr. Washington will be attending student orientations, unit meetings and other internal events in an effort to meet everyone and get to know the college better.

- Other
 - Mike Collins updated group on construction projects.
 - Group discussed proposed Mini-Initiative Process.
 - There will be no Cabinet meeting next week, July 24, as Dr. Washington will be at MCCA Conference.

Culinary Program: Alcohol Procedures information was reviewed. After a few minor changes, the document was approved by the group.

Molly Cartwright and Amy Louallen presented a Leadership Academy proposal to the Cabinet.

Next Cabinet Meeting: July 31, 2018 at 8:00 am.