

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of August 7, 2018

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

The minutes of July 31, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
 - Currently have 37 F1 students for Fall 2018 semester.
 - Interview taking place for the new International Student Services Director.
- Early College
 - Summer camps continue with great success.
- Enrollment Management
 - The Get It Done event was very successful. We made contact with 400+ students with more returning over the next couple of days for testing.
 - Good progress on enrollment last week (down 1.1%), Fall enrollment outreach continue.
 - Michigan Association of Collegiate Registrars and Admissions Office, Community College Enrollment Report was discussed.
- Retention
 - Potential calling campaign targeting those who were registered full time in Winter but are not returning in Fall.
- Life Enrichment
 - Many ongoing summer programs aimed at children.
 - Fall slate of offerings will be featured in KV Focus.
 - Starting Fall enrollment with the new registration system.
- Analytics
 - 2019 KPIs and Dashboard update will be coming soon.
- Diversity and Inclusivity
 - We will focus on each area's KPIs and how to incorporate diversity and inclusion in all of our department goals.

Standing Items

- Travel
 - Patti Henning and Suzanne Gardner to attend the MODAC Meeting at St Clair County Community College from August 9-10, 2018.
 - Ian Salo to attend the Advanced iRvision-2D OPS and Programming course in Rochester, MI from November 5-9, 2018

— Grants

- Inquiries being made on a USDA application we submitted

— Special Highlights

- The Get It Done In a Day Event

— Kudos

- **EJ Bast and his team** for all of their hard work making the Get It Done In A Day Event a huge success.
- **Cole McDaniel** and **Erin Macioce** for keeping up with the Financial Aid verifications throughout the year.
- **Stephanie Moats** for calling students who were partially paid and didn't have enough Financial Aid to cover remainder tuition.

— Reality Check

- The Get It Done In A Day Event was a huge success!

— Hires, Resignations, Transfers, Retirements

Hires

- Dillion Letwitch, PT Student Success Center Assistant, effective 8-6-18

Transfers/Appointments

- Kathryn Mitchell, from PT Graduation Assistant to FT Office Specialist-Admissions, effective 8-9-18

Retirements

- Barry Chapman, Painter/Carpenter, effective 8-31-18

Resignations

- Sarah Humes, Collections Registrar, effective 8-16-18
- Comfort Akuh, Testing Center Assistant-ACC, effective 8-13-18

— Other

- Boxed lunches will be served at the Campus CE Training at the Groves on August 7, 2018.
- Lunches will be provided at the Annual Tutor Training Day on August 28, 2018.
- Lunch served at Office Managers Retreat on June 4, 2018.
- Cabinet discussed Kalamazoo Promise Aid statistics.
- IT is in full swing getting ready for the start of the Fall 2018 semester.
- Alcohol Policy/Procedure CMOP 3090 discussed
- Policy/Procedure subcommittee created. Members: Jbara, Bertch, Hilliard, Welsh
- August 27, 2018 is the end of summer hours.
- Cabinet asked to prepare for strategic plan presentation to Board.
- Crew working on reroofing at TTC.

Next Cabinet Meeting: August 14, 2018 at 8:00 am.