

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of August 14, 2018

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

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The minutes of August 7, 2018 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
  - We have 37 F1 students enrolled for Fall 2018.
  - International Student Orientation held on 8/16/18.
  - We have hired a new International Student Services Director.
- Enrollment Management
  - Enrollment down 5% compared to this time last year. We are continuing to reach out to students.
- Retention
  - Continuing to move forward with Re-Up project.
- Guided Pathways
  - NACADA Conference team will be presenting workshop takeaways to Dr. Washington
- University Center
  - Siena Heights Fall enrollment is on the upswing.
  - Davenport University Fall enrollment is holding steady.
- Life Enrichment
  - People are signing up for classes using our new registration system.
- Analytics
  - Dashboard update will be presented at the next Admin Plus meeting.
  - Department level KPIs will start being presented at August 20 Admin Plus meeting.

**Standing Items**

- Travel
  - Russ Panico to attend the Fall NJCAA Region 12 Athletic Directors Meeting at Lansing Community College in Lansing, MI from September 24-25, 2018.
  - Sue Gardner and Patti Henning to attend a Perkins Orientation in Lansing, MI on August 15, 2018.
  - Bruce LaBrie to attend a Taser Instructor Training at the Groves Center from September 17-18, 2018

- Kudos
  - **Rachel Bair** for great follow-up on the USDA grant proposal request.
- Reality Check
  - There was a phishing attempt sent on 8/10/18. IT came in and cleared e-mails from all employee's accounts.
- Hires, Resignations, Transfers, Retirements

Hires

- Shanae Jamison, FT Custodian 2<sup>nd</sup>-shift TTC, effective 8-13-18
- Ricky Phillips, FT Utility Maintenance Specialist-TTC, effective 8-13-18

Resignations

- Samantha Brown, PT Student Ambassador, effective 8-6-18

— Other

- Annual contract review process will be starting soon
- Continuing the Banner 9 updates. We will be pushing the training for end users.
- Banner 9 Self Service will be updated later FY 2019
- Bonita Bates will hold a meeting with lunch provided on 8/30/18 for the student club advisors.
- Denise Lindsley is on the leadership team for the Universal Access in testing SIG for the National College Testing Association.
- We are looking into using Data Guardian to dispose of our documents that need shredding.

CMOP 5030 –Records Management was reviewed. Amendments were noted and given to VP Dennis Bertch for updating.

**Next Cabinet Meeting: August 21, 2018 at 8:00 am.**