

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of August 21, 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 14, 2018 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
  - 37 F1 visas for Fall 2018
  - International Student Orientation was held
  - Christopher Voss, new International Student Services Director, starts on 8/24/18
- Enrollment Management
  - Currently down 5½%
  - Reaching out to students who have everything completed but are not yet enrolled for any classes.
- Retention
  - Finalizing list to send to Re-Up
  - Received a spreadsheet of questions from Re-Up seeking additional information.
- Guided Pathways
  - Academic phase 2 mapping between faculty and Guided Pathways underway.
- University Center
  - We have a meeting planned between our President and Siena Heights President
- Life Enrichment
  - Online registration system is getting a good response
- Analytics
  - Dashboard Update and 2019 KPI presentations are being given at Administrators Plus meeting.
- Diversity and Inclusivity
  - We have a number of activities planned for the upcoming semester.

**Standing Items**

- Travel
  - Kathy Godin to attend the 2018 Science On a Sphere Users Collaborative Network Workshop at Science City, Union Station in Kansas City, MO from November 27-29, 2018.
  - Mark Reed, LaRue Russell and Steve Crawford to attend the Great Lakes Planetarium Association Annual Conference at Henry Center for Executive Development in East Lansing, MI from October 10-13, 2018.

- Brian Lueth will be attending the NACUBO Budgeting and Planning Forum in Louisville, KY from September 23-25, 2018.

— Grants

- \$2,500 proposal to Harold and Grace Upjohn Foundation for Artist Forum, Dave Posther, Project Manager.
- Rachel Bair to follow-up on USDA grant

— Reality Check

- 9<sup>th</sup> Street road construction will continue through September

— Hires, Resignations, Transfers, Retirements

Hires

- Michelle Bennett-Siwula, Office Specialist ParaPro-AWH, effective 8-21-18
- Christopher Voss, International Student Services Manager, effective 8-27-18
- Jade Gao, Database Analyst, effective 9-17-18

Resignations

- Kevin Dodd, Pathway Advisor, effective 8-17-18
- Connie Betcke, Custodial Supervisor-ACC, effective 8-23-18

— Other

- Lunch will be served at the new term faculty orientation on 8/27/18.
- Food will be served at the adjunct faculty onboarding on 8/21/18.
- 3 Year Fall Enrollment Trends and Course Enrollment and Cancellations was discussed by group
- Phishing attempts were made. We are implementing Barracuda spam filter protection and more cyber security.
- Strategic Values Resolution for 2018 will be reviewed in coming weeks.
- Additional “Generations at Work” sessions added.
- Inclement weather process discussed.
- No Cabinet meeting on September 4, 2018.

**Next Cabinet Meeting: August 28, 2018 at 8:00 am.**