

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of August 28, 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 21, 2018 were approved as amended.

1. Update/Action or Goals and Results

- International Admissions
  - International Student Orientation was held last week.
  - Chris Voss, new International Student Services Manager, started on 8/27/18.
- Early College
  - Camps are completed. Camps were full this year.
  - Early College classes start next week.
- Enrollment Management
  - Currently working with high school counselors to enroll students.
  - College Night scheduled for 10/8 from 6:00pm-7:30pm. We currently have 60 universities/colleges signed up to attend.
  - High School Counselors Breakfast scheduled for 10/28 (more details to come).
  - Get It Done in a Day event scheduled for 11/28 from 4:00pm-7:00pm (more details to come).
- Retention
  - Target X retention suite administrator onsite training scheduled for October 9-10.
  - Re-Up Stop-Out list from Fall 2011 thru Summer 2016 = 11,485 students.
  - Multiple registration campaigns are underway.

**Standing Items**

- Travel
  - Mary Dey to participate in a MAT accreditation visit at Nash Community College in Rocky Mount, NC from August 27-28, 2018.
  - Mary Dey to attend the MAERB Conference in Salt Lake City, UT from September 13-17, 2018.
  - Alisha Cederberg to attend the FSA Training Conference at Georgia World Congress Center in Atlanta, GA from November 27-30, 2018.
  - Rick Ives and Don Benthin to attend the Officer Involved Shootings Preparing for the Realities and Managing the Legalities training at Lansing Community College in Lansing, MI on October 9, 2018.
  - Amy Louallen to attend the Michigan Community College Human Resources Association Fall Conference in Bellaire, MI from October 2-5, 2018.

— Grants

- \$300,000 proposal to NSF Advanced Technological Education (ATE) for Curriculum development, professional development and career collaborations, Paige Eagan and Sue Gardner, Project Managers.

— Kudos

- **Carey Stolsonburg** and **Sarah Hubbell** for all of their hard work reaching out to students to achieve higher petition to graduate rates.

— Hires, Resignations, Transfers, Retirements

Transfers/Appointments

- Westin Curtis from Web Development ParaPro to FT Database Analyst, effective 9-4-18

Resignations

- Julie Polcrack, PT Interpretation Specialist, effective 8-21-18

— Other

- Group discussed budget and end of year questions.
- IT completed a Moodle upgrade over the weekend.
- Going forward, Char Gibson will assist with central contracts, assuming the responsibilities of Sherry Smurr. Please direct contracts to Char Gibson or Kathy Johnson.
- 2019 Local Strategic Value Resolution draft passed out for VP input. Updates need to be returned to Kathy Johnson by Sept. 21, 2018.
- The Board 2018-2019 Goals and Strategic Planning Board update schedule was discussed.

**Next Cabinet Meeting: September 11, 2018 after the Board Meeting.**