

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of September 11, 2018

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

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The minutes of August 28, 2018 were approved as presented.

1. Update/Action or Goals and Results
  - International Admissions
    - Mahana Lugo Montenegro will be leaving for recruitment trip to Panama, Columbia and Guatemala on 9/13/18.
  - Early College
    - Deb Coates is meeting with high school counselors and continuing to enroll early college students.
  - Enrollment Management
    - Fall 2018 enrollment is down 3½%. We are continuing to enroll students.
  - Retention
    - Re-Up is reaching out to 10,000 students.
    - The 12 week and second 8 week classes are being heavily marketed.
  - University Center
    - There is a meeting with Davenport University scheduled in the upcoming week.
    - Currently working on contracted degree with Siena Heights.
  - Life Enrichment
    - Classes are doing well.
    - New schedule of Fall 2018 classes is available.
  - Analytics
    - Finalizing document that gives a good explanation of KPIs.
  - Diversity and Inclusivity
    - Currently working on framing some strategic initiatives.

#### **Standing Items**

- Travel
  - Sarah Hubbell, Sue Gardner, Laura Cosby, Angela Marsh-Peek, Paige Eagan, Mike Roty, Chris Cockerel, Evan Pauken, Kevin Schneider, Carlos Salinas, Denise Lindsley, Cathy Colella, Chris Strovín and Jenny Buysse to attend the 2018 Michigan Student Success Summit in Lansing, MI from September 27-28, 2018.
  - Steve or Jenny Ott, Kevin Dockerty and Billy Reynolds to attend the MiTransfer Pathways Phase II meeting in Jackson, MI on November 2, 2018.

- Laura Cosby to attend the Michigan Community College Student Services Association Conference in Petoskey, MI from October 3-5, 2018.
- Paige Eagan to attend the Student Success Center Network Guided Pathways Coaching Training Program in Chicago, IL from October 23-24, 2018.
- Deborah Coates to attend the MI-CEP (Michigan Concurrent Enrollment Program) in Midland, MI from October 1-2, 2018.
- Chris Cockerel, Andy Young, Jill Rozanoff, Nicole McClure, Sue Hollar, Nancy Vendeville, Nicole Newman, Daniel Cunningham, J.P. Talwar, Tim Stebbins, Patty McCormack, Lisa Winch, Sheila Eisenhauer, Jamil Mortada, Mark Sigfrids, Michael Roty, Tim Kane, Kelly Digby, Amy Longcore, Gloria Lighting and Jon Stasiuk to attend the 2018 MichMATYC Annual Conference hosted by Kalamazoo Valley Community College from October 12-13, 2018.

— Special Highlights

- Hristina Petrovska, Program Coordinator at the Food Innovation Center, passed her Registered Dietitian exam on September 4, 2018.

— Reality Check

- The semester started and it is good to have the students back on campus.
- Looking into bringing a seminar on Human Trafficking to our campus.

— Hires, Resignations, Transfers, Retirements

Hires

- Brianna Mollitor, PT Student Ambassador, effective 9-4-18
- Zoey Marks, PT Library Aide, effective 9-10-18

Transfers/Appointments

- Donald Ashcraft, from PT Computer Lab Assistant to FT Testing Center Assistant-ACC, effective 9-17-18

Resignations

- Leigh Ann Hamel, PT Librarian, effective 9-14-18
- Kristi Rickli, Payroll Accountant, effective 9-15-18
- Michael Gettle, Director of Advanced Technician Training, effective 10-4-18

— Other

- Banner 9 Upgrade will take place from November 16-18.
- Chris Voss is given budget authority for the International Student Recruitment budget.
- Food will be served for Career Training (trainer coming in) for advisors and counselors on Friday, September 14, 2018.
- Auditors will be here for the next week and a half.
- Meetings with HLC sub-teams continue.
- Procedures Team met last week.
- Employer Engagement and Retention team has met twice.
- KVCC Sexual Harassment Policy has been updated and unanimously approved.
- Inauguration events discussed by the group.

**Next Cabinet Meeting: September 18, 2018 at 8:00 am.**