

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of September 18, 2018

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

The minutes of September 11, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
 - Chris Voss, our new International Student Services Director, is on board.
 - 37 F1 student for Fall semester
- Early College
 - The Boot Camps were successful. Students got to meet their mentors.
 - More Early College students are taking early am classes and noon classes as bussing is available to them.
 - Economically disadvantaged students are challenged with book buying and meals while they are on campus.
- Enrollment Management
 - Enrollment is down 3½% from this time last year.
 - High School Counselor's Breakfast will be held on 9/28.
 - College Night on 10/8 from 6:00pm-7:30pm.
 - Get It Done Event to be held 11/28/18 from 4:00pm-7:00pm.
- Retention
 - Re-Up on campus last week.
 - Retention group is talking through batch cancellation strategies possible earlier notification on balance due.
 - Target X on-site training scheduled for October 9 & 10.
- Guided Pathways
 - Phase II Academic mapping is underway.
 - Working on comprehensive plan for academic advising.
 - Posting for Pathway Advisors continue.
- University Center
 - Working on consistent presence downtown at AWH
 - Looking into contracted degree for prior learning; continuing to explore opportunities.
- Life Enrichment
 - Many classes are underway and going strong.
 - Working on programs with Kalamazoo County Mental Health and West Michigan Cancer Center.

- Diversity and Inclusivity
 - Working to create KPIs for Diversity and Inclusion.

Standing Items

- Travel
 - Tom Hamann, Mark DeYoung and Jeremy Strait to attend the Community College Design Conference at Washtenaw Community College in Ann Arbor, MI on October 19, 2018.
 - Sarah Hubbell to attend the MACRAO Conference in Frankenmouth, MI from November 15-17, 2018.
 - Brian Graening, Larry Sandt and Tom Hamann to attend the Print 18 Conference in Chicago, IL on October 1, 2018.
 - Brian Graening to attend the 2018 Panopto User Conference in Chicago, IL on October 2, 2018.

- Kudos
 - **Facilities Team, IT Team and Public Safety** for all of their assistance during the power outage at TTC.
 - **Judy Rose** for covering Jessica Potter's event scheduling responsibility during her recent absence. It was a nice opportunity to see the cross-site collaboration successfully implemented.
 - **Chef Hay, Chef Cory Barrett and Camille** White for their exceptional work in support of the Community Culinary and Nutrition program.
 - **Renee Daudert** from IT for all her hard work making sure the Early Alert system ran smoothly

- Reality Check
 - There was an area wide power outage "brown-out" impacting the Texas Township Campus on 9/17/18. The Facilities Team, IT Team and Public Safety worked round the clock to resolve arising issues.

— Hires, Resignations, Transfers, Retirements

Resignations

- Shannon Blank, Testing Center Assistant, effective 9-20-18
- Lynne Hoehle, Faculty Development and Learning Technologies Coordinator, effective 9-30-18
- Marilyn Anderson, Custodian, effective 11-1-18
- Date Correction, Michael Gettle, resignation effective 9-17-18

— Other

- IT is working through Firewall, Moodle and E-CARS issues
- Looking into using ed2go for additional staff development opportunities.

Next Cabinet Meeting: September 25, 2018 at 8:00 am.