

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of October 2, 2018

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

The minutes of September 26, 2018 were approved as presented.

1. Update/Action or Goals and Results

- **International Admissions**
 - 22 new F1 visas for Winter semester
- **Early College**
 - 100 new Early College students registered for WPE 112 class.
 - Schoolcraft parent meeting scheduled for Early College.
 - Getting ready to register for Winter semester.
- **Enrollment Management**
 - We are at 45% of fiscal 2019 budget for credit hours as of 9-28-18. Enrollment efforts continue.
- **Retention**
 - Re-up started outreach last week Good preliminary results ... efforts continue.
 - Winter intake survey to focus on class schedule preference and when students expect to graduate.
 - Underway with campaign to correct students with incorrect program on file.
- **Guided Pathways**
 - Attended MCCA Student Success Summit – focusing on equity – KVCC programs and services are on the right track.
- **University Center**
 - Consistent hours at Anna Whitten Hall being established.
 - Davenport has 104 transfer students enrolled and Siena Heights has 38 transfer students enrolled.
 - Efforts to bring in other partners continue.
 - Creating student testimonial video.
 - Trying to reengage with Ferris State.
- **Life Enrichment**
 - Lifestyle Medicine program is very popular
 - KCMHSAS Special Kitchen partnership is wrapping up and has gone well.
 - West Michigan Cancer Center partnerships continue.
 - Momentum program (Production Tech) started up on 10-1-18.
- **Diversity and Inclusivity**
 - Defamation Experience play held at TTC on October 5 in the Dale B. Lake Auditorium.

Standing Items

— Travel

- Juwana Pitts and Renae Skutnik to attend the American Management Association Recruiting, Interviewing and Selecting Employees Seminar in Chicago, IL from October 22-24, 2018.
- Bob Bechtel, Michelle Adams and Amy Galick to attend the Information Builders Users Group in Livonia, MI on October 4, 2018.
- CRU students Ruthie Cummings, Benaiah Nyanjui, Elizabeth Carpenter, Hope Kline, Andrew Slager, Rachel Douglas, Nathan Welch, Benjamin Terpstra and Grace Parker to attend a Fall Getaway at Bair Lake Bible Camp in Jones, MI from October 12-14, 2018.
- Sue Gardner to attend the MODAC meeting and TRENDS Conference in Troy, MI from October 24-26, 2018.
- Cheryl Almeda, John Abbott, Carl Ross, Mickey Moses, Anna Fontaine and Kate Ferro to attend the MDEC (Michigan Developmental Education Consortium) Conference in Lansing, MI from October 18-19, 2018.
- Laura Cosby to attend the Women's Leadership Success in Higher Education Conference in Savannah, GA from November 28-30, 2018.
- Chris Voss and EJ Bast to attend the NAFSA Region V Conference in Schamburg, IL from October 17-19, 2018.

— Kudos

- Community appreciation expressed for our culinary classes.

— Hires, Resignations, Transfers, Retirements

Hires

- Jessica Brinks, Program Specialist-Law Enforcement, effective 9-25-18

Retirements

- Dennis Bertch, Executive Vice President for Instruction and Student Services, effective 12-31-18

— Other

- Food will be served at the IT/Admin demos on Oct. 5 (D2L), Nov. 2 (Blackboard), Nov. 9 (Canvas), and Nov. 16 (eThink).
- Food Served on Oct. 26 at the Zombieathon.
- Reviewed Councils and Committees revised draft.
- Ellucian Live participants discussed.
- KVCC will call the home or cell phone number listed in Banner to verify employees who change their direct deposit.
- SW Michigan Planning Commission letter of support for Regional Prosperity Initiative was discussed and unanimously agreed upon.
- Vice Presidents now have the authority to approve all invoices for food being served at internal meetings. Cabinet approval is no longer needed.
- Starting in November 2018 the Cabinet meeting schedule will change to meet the first and third Tuesday of the month at 8:00am (rather than every Tuesday). Administrator's Plus meeting will meet on the second and fourth Monday of the month at 8:00am (rather than every other week).

Strategic Planning Vision presented by Craig Jbara and Dennis Bertch.

Target X Update presented by Tim Welsh.

Next Cabinet Meeting: October 16, 2018 at 8:00 am.