

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of October 15, 2018

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

The minutes of October 2, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
 - 22 F1 Visas for Winter semester.
 - International students will be joining host families for the holidays.
- Early College
 - “Lock In” scheduled in the near future for early college students
- Enrollment Management
 - Fall semester enrollment is down 2.8%
 - Winter semester enrollment is up!
- Retention
 - Retention initiatives are underway.
 - “Commitment to Graduate” Event scheduled for October 30, 2018
- University Center
 - Several colleges participated in the transfer fair.
- Life Enrichment
 - Classes approved to be held at Bronson Battle Creek.
- Diversity and Inclusivity
 - Currently working on KPI Strategic Plan.

Standing Items

- Travel
 - Kathy Godin to attend the Science On a Sphere Collaborative Network Workshop in Kansas City, MO from November 26-30, 2018.
 - Brian Lueth and Muriel Hice to attend the winter MCCBOA meeting in Battle Creek, MI on November 8-9, 2019.
 - Larry Taylor to attend the TRENDS Conference in Troy, MI from October 25-26, 2018.
 - Lisa Winch and Sheila Eisenhauer to attend the AMATYC 2018 Annual Conference in Lake Buena Vista, FL from November 14-18, 2018.
 - Julie Stotz-Ghosh to attend the Association of Writers & Writing Programs Conference in Portland, OR from March 27-30, 2018.

— Grants

- Submitting National Science Foundation ACE grant.
- American Association of Community Colleges working to increase KVCC recognition.

— Kudos

- To **Paige Eagan** and **Sue Gardner** for all of their hard work done on National Science Foundation grant.

— Hires, Resignations, Transfers, Retirements

Hires

- Clay Alberts, Painter/Carpenter, effective 10-15-18
- Anita Gonzales, Payroll Accountant, effective 10-22-18
- Mallory Heslinger, PT Librarian, effective 10-30-18

Resignation

- Cory Truppa, PT Security Officer, effective 10-15-18

Retirement

- Jacqueline Howlett, Librarian, effective 12-31-18

— Other

- “Together Is Better” Conversation points discussed.
- “Position Justification” forms passed out for review. Edits due at next Cabinet meeting.
- Records Retention and Procedures list passed out for review.
- Learning Technologies Specialists position discussed for year round (12 months) position.
- Discussion of Museum Collections department taking a break on unsolicited general donations until April 31, 2018.

Next Cabinet Meeting: October 23, 2018 at 8:00 am.