

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of October 23, 2018

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

The minutes of October 15, 2018 were approved as presented.

1. Update/Action or Goals and Results
 - International Admissions
 - Currently have 25 F-1 Visas for Winter semester and we are working with these prospects on prepping them for their Visa interviews.
 - In the process of proposing/revamping International New Student Orientation for students starting Winter 2019.
 - International students will be joining host families for the holidays.
 - Early College
 - Waiver will be used for “Lock In” early college students.
 - Enrollment Management
 - Over 700 Winter applications have been received.
 - FASFA Night planned.
 - Retention
 - Commit to Graduate scheduled for 10/30/18 at TTC and 10/31/19 at AWH both from 10:00-2:00.
 - Early Alert analysis to help guide future changes and planning for high saturated points within the semester.
 - Guided Pathways
 - Paige Eagan has been made a coach for Guided Pathways at the state level.
 - Paige Eagan and Laura Cosby working on aligning committees.
 - University Center
 - Marketing for current programs we are offering.
 - Student testimonial video was made.
 - Discussions taking place with Ferris State University.
 - Life Enrichment
 - Winter 2019 schedule being worked on.
 - Analytics
 - Updated KVCC Facts At a Glance is been developed.

Standing Items

— Travel

- Kim Grubka to attend the Commission on Dental Competency Assessment Educators Conference in Orlando, FL from January 18-19, 2019.
- Kim Grubka, Ashleigh Colpetsir, Samantha Reidenbach, Lisa Gabele, Katie Hatfield, Kristine Keiser and Brandy Zantello to attend the Michigan Association of Dental Hygiene Educators Education Day in Lansing, MI on October 26, 2018.
- Sue Hollar, Chris Cockerel, Amy Galick and Paige Eagan to travel to Henry Ford College on October 26, 2018 to attend the Gateways to Completion meeting.
- Tom Sutton to attend the ENSA ProDev week in Mukwonago, WI on November 7, 2018.
- Bill McElhone and two Interpretation Specialists will attend the Summit on Racism at Borgess' Conference Center on November 2, 2018.

— Grants

- Advanced Manufacturing Pathways – Undergraduate Preparation at KVCC (AMP-UP) grant discussed.

— Kudos

- To **Alisha Cederberg** and **Sarah Hubbell** for all of their hard work. KVCC had no audit findings related to enrollment reporting.
- To **Tim Welsh and team** for a seamless switch over of our phone system.

— Position Justification

- Faculty Development & Learning Technologies Program Coordinator position moved to 12 month position.
- Web Developer position approved by Cabinet and can move forward.

— Other

- FY 2018-2019 Institutional Planning/Budget Development form passed out for review.
- Budget signature authority will now be approved at Vice President level.
- Feedback on Position Justification form was given and discussed by Cabinet.
- The phone system was successfully upgraded.
- Banner 9 upgrade moves into the final phase.
- Ellucian training is moving forward.
- Mini grant process was discussed by Cabinet.

Next Cabinet Meeting: October 30, 2018 at 8:00 am.