

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of November 6, 2018

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

The minutes of October 30, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
 - 25 F1 Visa new students
 - Working on modifying International New Student Orientations
- Early College
 - Lock in event for Early College scheduled for December 7, 2018
 - Class offerings in the high schools
- Enrollment Management
 - Continuing to campaign
 - Get It Done event to be held on 11/28/18
- Retention
 - Evan Pauken attended retention conference
 - Compiling work on intake survey
- University Center
 - Working on video featuring students
 - Started University Center presence downtown
 - New programs are added and numbers are growing
- Life Enrichment
 - Winter 2019 schedule is being developed
 - Life style medicine and science is expanding
- Analytics
 - 2019 Facts at a Glance was handed out and discussed

Standing Items

- Travel
 - Rick Krass to attend the Michigan Transfer Faculty Summit, Phase 1 meeting in Adrian MI on October 19, 2018.
 - Kathy Godin to attend the National Informal STEM Education Network Earth & Space Partner Meeting in Tempe, AZ from February 13-15, 2019.
 - Delia Baker to attend the DTE Energy Event in Bad Axe, MI on November 7, 2018.

— Kudos

- **Alisha Cederberg, Sarah Hubbell, Brian Lueth, Dan Mondoux, Steve Doherty, Lois Baldwin and Heidi Stevens** for their help gathering data for the 2018 KVCC Facts at a Glance.
- **Kenny Rakoski** and **Don Benthin** for their grace and willingness to help out with Jessica's learning.
- **Dennis Zavada** and **Jerry Lentz** for transition of the cooler/freezer unit at FIC to a freezer for the first time.
- **Ailsa Gray** for supporting the HR Team with new computer set-up.

— Hires, Resignations, Transfers, Retirements

Hires

- Selenice Guyton, Custodian – TTC, effective 11-7-18

— Other

- Short-Term Moratorium at the KV Museum change was discussed by the group
- Leadership Academy Applicants were reviewed.
- Banner 9 upgrade scheduled for 11/16/18. IT will convert data base over on the weekend.
- Records, Retention and Disposal Schedule reviewed and supported by Cabinet.
- Position Justification Form reviewed.
- Mini-Initiatives submissions reviewed and discussed.

Next Cabinet Meeting: November 20, 2018 at 8:00 am.