

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of November 20, 2018

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

The minutes of November 6, 2018 were approved as amended.

1. Update/Action or Goals and Results
 - International Admissions
 - 25 F1 Visas for Winter 2019 semester.
 - Enrollment Management
 - Messaging students about balance due and batch cancellation.
 - Amount owed now pops up each time a student logs into their KVCC account.
 - Retention
 - Continuing to collect data from intake survey.
 - University Center
 - Upcoming meeting with Central Michigan University.
 - Producing a video with student testimonials about KVCC.
 - Life Enrichment
 - Winter/Spring Class Catalogs are being created.
 - Analytics
 - Community College Benchmark Report was presented and discussed.
 - Diversity and Inclusivity
 - Draft Strategic Plan was presented by Trice Batson and discussed with Cabinet. Cabinet will send changes to Trice.

Standing Items

- Travel
 - Kathy Allen accompanied Lois Baldwin and Michele McGowen to the MI-AHEAD Training on “Accommodating Students with Disabilities in Health Science Programs” at Washtenaw ISD in Ann Arbor, MI on November 16, 2018.
 - Laura Cosby, Louis Thomas, Evan Pauken, Sue Newington, Coty Dunten, Paige Eagan, Anna Fontaine and Cheryl Almeda to attend the Guided Pathways Institute on Student Financial Stability for Mentor Circle Colleges on November 29, 2018 at Muskegon Community College.
 - Gail Fredericks and Molly Pfaff to attend WebAIM training at Kellogg Community College on November 29, 2018.
 - Students Angela Clay, John Collins, Collin Fenn, Jon West and Kendra Westerfield will attend a Business Professionals of America practice session at Davenport University’s

Grand Rapids Campus on December 7, 2018 with Alison Nord, Business Student Club Advisor.

- Dawn Pantaleo and David Barnes to attend the USITCC Collegiate Conference in Galveston, TX from April 3-7, 2019.
- Tom Sutton to attend the AWEA O and M Safety Conference in San Diego, CA from February 24-March1, 2019.
- Randall Davis and Ben Bylsma to attend the GLEXPO in Grand Rapids, MI from December 4-5, 2018.
- Lori Evans, Brenda VanderRoest, Westin Curtis, Mamatha Pachika, Jennifer DeHaan and Sara Herrmann to attend the Full Ellucian Live Summit in New Orleans, LA from April 7-10, 2019.
- Heidi Stevens to attend the Full Ellucian Live Summit and Degree Works Conference in New Orleans, LA from April 5-10, 2019.
- Kelly Sparrow to attend the Degree Works Conference in New Orleans, LA from April 5-7, 2019.

— Kudos

- **Erin Dominianni** and **EJ Bast** for messaging students about the balance due and batch cancellation.

— Hires, Resignations, Transfers, Retirements

Hires

- Cheyenne Thompson, Custodian (1st shift at BHLC), effective 11-6-18

Resignations

- Dakota McCracken, PT Student Strengths Ambassador, effective 1-9-19

— Other

- Banner 9 upgrade complete and working well.
- Phone system upgrade over Thanksgiving break
- Position Justification Form for Director of Nursing reviewed by Cabinet.
- Lizzie Luchsinger will be presenting Lifestyle Medicine for review at the next Dean's meeting.
- Museum will close early on December 13 for staff training.
- A draft of Volunteer Operational Process Report was handed out for review.
- Procedures Team checkpoint meeting to be set up
- Title IX Training complete. Discussed future training plans.
- January 4th Staff Training/Development day discussed
- Proposals for Mini-Initiative Proposal discussed

Next Cabinet Meeting: December 18, 2018 at 8:00 am.