

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of December 4, 2018

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

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The minutes of November 20, 2018 were approved as presented.

1. Update/Action or Goals and Results

- Early College
  - Students registering for Winter semester
  - Fun Night has been cancelled
- Enrollment Management
  - Winter enrollment is down 1.9%
  - Held a “Get It Done” event. Currently following up with students.
- Guided Pathways
  - We are continuing to update Guided Pathways curriculums and maps
- University Center
  - University Center downtown presence at AWH is very popular
  - Meeting scheduled with Siena Heights University to discuss MBA, dual enrollment and sustainability.
  - Meeting held with Central Michigan University. Working on creating a standard student report.
  - Student testimonial marketing video underway
- Life Enrichment
  - Lizzie Luchsinger to present Lifestyle Medicine to the Deans group
  - Agreement with Bronson Battle Creek to teach Lifestyle Medicine
  - Lifestyle Medicine Cookbooks are available upon request
  - Momentum CNC classes are starting
  - Winter/Spring catalogs are printed and classes are filling up
- Analytics
  - Finishing up Board strategic planning updates
  - Board Ends Policy reports are being gathered

**Standing Items**

- Travel
  - Kate Hatfield to attend the OSAP (Organization for Safety, Asepsis, and Prevention) Dental Infection Control Boot Camp in Atlanta, GA from January 23-25, 2018.
  - Janice Fulford to attend the 2018 Summit on Racism at the Ascension Borgess Hospital on November 2, 2018.

- Gena Mead to attend the CAMEX 2019 Conference in San Antonio, TX from February 22-26, 2019.

— Kudos

- **Michael Hall, Amy Galick, Dan Mondoux and Bob Bechtel** for a great job updating the 2018 “Trigger” report. The Web Focus based Trigger report provides valuable discipline level data for Deans, Department Heads, and Faculty to use in evaluating enrollment and efficiency.

— Hires, Resignations, Transfers, Retirements

Hires

- Bianca Anderson, PT Graduation Assistant, effective 12-5-18

Retirements

- Francis Granzotto, Faculty – Ceramics, effective 8-31-2019
- Bob Badra, Faculty – Humanities, effective 8-31-19
- Sue Hollar, Faculty – Math, effective 4-30-19

— Other

- Two part time Office Specialist positions were approved
- Policy and Procedures Team update was discussed
- “Together Is Better” Summit events discussed
- Switchboard positions/auditorium event coverage discussed
- IT Security updates will be done over our holiday break
- Software demonstrations will take place on Friday, December 14.
- “Together Is Better” Conversation highlights were discussed

— HLC Assurance update was presented by Dan Mondoux

— Diversity and Inclusion Strategic Plan was approved

— Board Strategic Planning updates were given by Mike Collins, Evan Pauken and Dennis Bertch

— Director of Nursing position approved

— Volunteer Operational Process Committee was developed

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