

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of December 18, 2018

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

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The minutes of December 4, 2018 were approved as presented.

1. Update/Action or Goals and Results

- International Admissions
  - 32 F1 students registered for Winter 2019 semester
  - International Student Orientation is underway
- Early College
  - Working with High School Counselors to enroll students
  - The Counseling office has expanded its hours to encourage enrollment
- Enrollment Management
  - Down 1.2% for Winter Semester
  - Campaigning for currently enrolled students is underway
- Guided Pathways
  - KVCC had meeting with STEM. We will move forward with academic mapping.
- University Center
  - Student testimonial video is done and released for viewing
- Life Enrichment
  - For Winter/Spring there are about 60 programs scheduled
- Analytics
  - IPDES Data Feedback Report was passed out and discussed by Cabinet
- Diversity and Inclusivity
  - A Preferred First Name Committee meeting will be convened
  - Compliances and concerns discussed by group

**Standing Items**

- Travel
  - Cru Students Andrew Slager, Grace Parker and Elizabeth Carpenter to attend the Winter Conference in Indianapolis, IN from December 28, 2018 to January 1, 2019 with a group from WMU.
  - Vic Ledbetter to attend the NOBLE (National Organization of Black Law Enforcement Executives) Annual Training Conference in New Orleans, LA from August 9-14, 2019.
  - Ben Bylsma and Randall Davis attended the ERACCE 2.5 day workshop in Kalamazoo, MI from December 6-8, 2018.
  - Don Mondoux and Denise Lindsley to travel to Lansing, MI on January 11, 2019 for MCCDEC (Michigan Community College Data and Evaluation Committee) meeting.

- Alisha Cederberg and Erin Macioce to attend the MSFAA Training Conference in Grand Rapids, MI from February 24-27, 2019.

— Kudos

- **Mark Reed** for his presentation at the annual Great Lake Planetarium Association's conference on helpful tips for planetarium operators. Marks presentation notes and images were published in the recent "Planetarian: Journal of the International Planetarium Society." This journal serves a world-wide membership.
- **Ben Ash** for doing a great job teaching the lab portion of EDMT 103 to the MAT Squared students.
- **Ailsa Gray** for her tremendous time and energy put into both Materials Handling and the Energy Program's IT issues.
- **Ailsa Gray** for all of her help and support with the Astra 8 upgrade.

— Reality Check

- Timesheet submissions and errors discussed by group
- Access card process and procedure discussed
- End of semester celebrations calendar discussed

— Hires, Resignations, Transfers, Retirements

Hires

- D'Cher Clayton, PT Groundskeeper, effective 12-5-18
- Amy Gill, FT Pathway Advisor, effective 12-17-18
- Emilee (Abby) Gibson-Howe, FT Pathway Advisor, effective 12-17-18
- Ana Abendschein, FT Pathway Advisor, effective 12-17-18
- Rosie Florian, FT Food Hub and Outreach Marketing Coordinator, effective 12-17-18
- Lydia Cole, FT Promise Advisor, effective 1-2-19

Retirements

- Al Moss, Faculty – Respiratory Care, effective 5-31-19

Separated

- Jeffrey O'Connor, FT Custodian, effective 11-7-18
- Marvella Bigby, PT Student Service Assistant, effective 12-4-18

Resignations

- Kristine Powers, PT Office Specialist ParaProfessional – Financial Aid, effective 11-30-18
- Ashley Kim, PT Receptionist, effective 12-13-18

— Other

- Regional MSTEM meeting K-12 hosted here with a mix of business/industry partners from 7 counties.
- HLC On-Line Business Program has been sent out. We will have an on-site visit in 8-9 months.

**Next Cabinet Meeting: January 15, 2019 at 8:00 am.**