

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of February 5, 2019

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

The minutes of January 15, 2019 were approved as amended.

1. Update/Action or Goals and Results

— **International Admissions**

- Mahana Lugo Montenegro (International Student Support Specialist) last day is February 8th. More to come on posting of this position.
-

— **Early Middle College**

- Kudos to the marketing team for getting the word out about the county wide EMC open house at the Air Zoo 2/5. More than 800 people attended the event and the two EMC information sessions were packed to capacity with standing room only! Kevin Lavender Jr staffed the EMC table throughout the evening and Lynne Grammel staffed a KVCC information table. They were swamped for the entire two hours! Thanks to them both for a very successful evening.
- New programs of study allowed in EMC- Kalamazoo County include General Marketing AAS; Emergency Medical Services AAS; Studio Art AA; Welding COAs CC and CV; and EMT-Basic Cert. These programs have been vetted and content dovetailed with high school course work requirements to insure completion for both the college credential and the high school diploma. Each year more and more KVCC POS are vetted for best fit. All Kalamazoo County high schools allow for EMC students to select from an every broadening list of POS with the exception of the Portage Public Schools- they are limited to only a couple of AAS and CERT options.
- Gull Lake Early College allows students to select from any of the KVCC credentials however some still work better than other because of time constraints for the students to get into a lab science class and still have time for high school classes.
- Van Buren Middle College also allows student to select any program of study KVCC offers. Their students can start on our campuses earlier than the Kalamazoo County students are allowed. They still have expansion plans for fall!
- The deadlines for applications into the Kalamazoo County EMC is March 1st. Gull Lake is March 8th and Van Buren is early April.
 - Parent and student information nights are scheduled for the following times:
Comstock High School 2/12 6 pm Colt's Auditorium
 - Loy Norrix High School 2/19 (rescheduled due to snow day) 6 pm

- Portage Public School –2/20 Portage Central High School – 6 pm
- School visits for EMC will begin after our spring break- Natalie York is currently seeing the 12th grade students who take classes on our campuses and has set aside 10 days in the spring to go high schools to see students whose schedules don't allow them to meet her on campus.
- Kevin Lavender Jr. has set aside 15 + days to go into the schools to work with the younger students

— Enrollment Management

- Continue to work with New Applicants to enroll for later part of term courses for Winter 2019
- Final Funnel for **Fall 2018** Applicants:
 - Applicants: 5,937
 - Applicants enrolled: 2,063
 - Yield (conversion rate): 35%
 - Total credits enrolled: 17,573
- Current Funnel for **Winter 2019** Applicants:
 - Applicants: 1,755
 - Applicants enrolled: 509
 - Yield (conversion rate): 29%
 - Total credits enrolled: 3,445
- **March 4th**: KVCC will be the host site for the Region 13 Science Olympiad. All activities will be at the Texas Township Campus. It provides students the opportunity to explore the world of science through active hands-on, group participation. All events involve teamwork, group planning, and cooperation. This event hosts students from Middle and High Schools from Lewis-Cass, St. Joseph and Van Buren Counties. Please contact Jessica Potter (Special Events Coordinator) for volunteer opportunities.
- High School New Student Orientations have been set for the following dates
 - April 9th, 19th, 26th
 - May 3rd
- Currently planning Summer Enrollment campaigns in collaboration with multiple departments.
 - Ongoing campus tours, and off campus enrollment events have been schedule through April.

— Retention

- Enrollment TaskForce/Retention Committee merger: The Enrollment Taskforce and Retention Committees have made the decision to merge, forming the KVCC Enrollment & Retention Committee. The committee will continue to meet monthly to discuss enrollment and retention strategies, communication tactics, data collection and analysis as they relate to the enrollment, persistence and completion pipeline. The first meeting held was on February 8.
- Target X: Ongoing trainings on data imports and system configuration.
- Early Alert Analysis: Finalizing an analysis of the Fall 2018 Early Alert referrals to compare multiple factors to course outcomes for students referred through the EA system
- ReUp: Reminder, the first partnership business review scheduled for February 13. ReUp will be on site to provide updates on progress to date, outcome measures, etc. Final

Winter 2019 enrollment numbers for ReUp students will be finalized after census dates for the final parts of term.

- Student Voices Advisory Council: 53 students were selected to participate as part of the SVAC during the Winter 2019 semester. Three groups will meet monthly from February through May. The first sessions scheduled for each group were cancelled due to campus closure. The plan is to reschedule these sessions later in the semester. First scheduled meetings will now take place February 19-21.

— **Guided Pathways**

- Initial work development of Moodle sites for various pathways for collaboration
- Student Success Services unit meeting (Jan).

— **University Center**

- Met with Spring Arbor to explore potential partnership
- Conducted an introductory call of interest with Indiana Tech

— **Life Enrichment**

- Medical Culinary
 - Conducted 2 medical culinary programs for WMED - educating 80 second year medical students on the benefits of food as medicine.
 - Presented our Lifestyle Medicine intervention program to the Calhoun County Obesity Coalition
 - Conducted Fresh Pasta Making class ... class was sold out
 - Finalizing details for our Borgess class launches at the CAH
 - Met with the Disability Network to develop programming for their clients
- Community Education
 - Conducted Conversational Spanish program
 - Completed plans for summer camps (Aniotion, Forensics)
- Health Academies
 - Started the next Phelebotomy Academy ... participation is full
 - Newly hired Patient Care instructor is in the process of getting re-certified

— **Analytics**

- Mid-year Key Performance Indicator Updates will take place at the Feb. 11 Administrator Plus meetings.

— **Diversity and Inclusivity**

- February 5th we held the "Take a Knee" event

Standing Items

— **Travel**

- Erin Macioce, Alisha Cederberg, Sarah Hubbell and Nate Nielsen to attend the MSFAA Annual Training Conference in Grand Rapids, MI from February 24-27, 2019.
- Michelle Adams to attend the 2019 Web Focus Information Builders Summit in Orlando, FL from June 3-7, 2019.
- Kim Grubka to attend the ADEA Allied Dental Program Directors Conference in Tampa, FL from June 1-4, 2019.

- Kim Grubka to attend the Orofacial Myology Training in Boca Raton, FL from February 15-18, 2019.
- Aaron Ross and Brian Lindberg to attend the MI Hops and Barley Conference in Traverse City, MI from February 28-March 2, 2019.
- Aaron Ross and Brian Lindberg to attend the Craft Brewers Conference in Denver, CO from April 8-11, 2019.
- Jim Ratliff to attend the ACRL Annual Conference in Cleveland, OH from April 10-13, 2019.
- Deb Coates to attend the MEMCA Conference at Mott Community College in Flint, MI from March 14-15, 2019.
- Chris Voss to attend the MAIE (Michigan Association of International Educators) conference in Grand Rapids, MI from March 6-8, 2019.
- Don Benthin to attend the Police Executives' & New Chief Chiefs' School in Lansing, MI from April 8-12, 2019.
- Delia Baker and one WTTA student to attend this AWEA event in Washington, DC from March 5-6, 2019.

— Grants

- KVCC was not successful with the ATE Grant we applied for with Davenport University

— Kudos

- Dannie Alexander and Terry Sibbersen for fixing frozen pipes at the Culinary Building, cleaning up and fixing a water issue at the CNM, and taking care of the power outage issues/hooks up the generator at our Museum.
- Mark Sloan for taking care of the IT issues related to the power outages at the KVM. AWH, CNM.
- The grounds crew for taking care of snow/ice removal at all campuses while the college was closed.
- Mike Collins for keeping Dr. Washington informed and updated regarding weather related issues and impact on the college.
- Business Office and IT people: Sara Herrmann, Aaron Snead, Grace Vanderberg, Mamatha Pachika and Ted Forester who came in when the college was closed for tax prep and all of the behind the scenes work.
- Aaron Snead for remotely resolving IT issues while the college was closed

— Reality Check

- Instructors dealing with closure days
- Closed campus pay procedures and policies were discussed

— Hires, Resignations, Transfers, Retirements

Hires

- Jordan Overmyer, Office Specialist ParaPro – Financial Aid, effective 1-22-19
- Jessica Taylor, Custodian – TTC 2nd shift, effective 1-28-19
- Alexandria Smith, Custodian – TTC 2nd shift, effective 2-11-19

Retirements

- Sally DeBruyn, Nursing Lab Coordinator, effective 8-1-19

Resignations

- Dalton Shaffer, PT Student Ambassador, effective 1-3-19
- Mahana Lugo-Montenegro, FT International Student Support Specialist, effective 2-8-19

— Other

- KVCC will participate in a third party parking survey to access the needs of downtown parking. (We are not in control of the results of this survey.)
- Academic calendar was discussed
- Group discussed Facility rentals
- CMOPS are all up to date and posted on our intranet for our employees
- Barracuda spam filter is in place
- New firewall is in place and working as expected
- Our Nursing area has made their schedule more student friendly with semesters scheduled in advance.
- Capital Outlay responses have been received and are currently being reviewed

Proposed summer hours have been reviewed and discussed by group. E-mail from HR sent out to employees

Employment Law updates were discussed by the group

Mentoring Lunch for Leadership Academy reviewed and supported. Plans to move forward.

A \$10 Diploma reorder fee was approved by Cabinet.

KVCC Commencement Ceremonies will now start at 2:00 p.m.

Next Cabinet Meeting: February 19, 2019 at 8:00 am.