

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

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

The minutes of February 19, 2019 were approved as amended.

Position Justification forms and process was discussed by Cabinet members.

Aaron Hilliard, Vice President for Human Resources, reviewed the KVCC hiring process with the group

1. Update/Action or Goals and Results

— **International Admissions**

- The interview committee for the International Student Support Specialist position are reviewing applicants on March 1. The committee will be reviewing close to 50 applicants.
- Chris Voss will be presenting at the MAIE (Michigan Association of International Educators) Conference on March 6-8 in Grand Rapids at the GVSU Eberhard Center
- TargetX: Mapped out a tentative plan timeline to build International Student Portal. This will allow prospective international students to submit required admissions documentation online through TargetX.

— **Enrollment Management**

- TargetX: Continue to work on building and testing workflows from prospect through the applicant stage of the enrollment funnel. Will go live with what has been built when the domestic application is ready to go live.
- High School New Student Orientations have been set for the following dates
April 9th, 19th, 26th
May 3rd
- Summer & Fall enrollment campaigns (new & returning students) will be kicking off in March.

— **Retention**

- Proximity Reader/Attendance Scanner Pilot: Quotes have been compiled and a plan has been sketched to pilot proximity reader use for attendance monitoring at AWH. Targeted pilot semester Fall 2019
- ReUp Partnership Review: ReUp was on site on February 13 to conduct KVCC's first partnership review. The data provided was incredibly insightful and outcomes have exceeded the anticipated return rate for students working with ReUp coaches.
- SVAC: The first set of Student Voices Advisory Committee meetings were successfully held at TTC and the CAH building. Students were highly engaged, eager to discuss their

experiences and shared a great deal of valuable information. The next meetings will take place March 19-21.

- Target X: Continuing to develop reports that will be used to trigger retention based campaigns. Working closely with Target X to facilitate data integration.

— **Guided Pathways**

- Working in cross-functional teams to complete the next Scale of Adoption Assessment (Diversity and Equity theme) for GP Mentor Circle. This is in preparation for the next Guided Pathways Institute in late March.

— **University Center**

- Classroom visits have increased significantly leading to a higher rate of walk-ins from students for both Davenport and Siena Heights. Thank you to faculty!
- Completion of the University Center video which has been shared with both Davenport and Siena marketing departments.
- Programs:
 - Davenport - addition of Network Management & Security as a partner program which was added in November of 2018.
 - Siena - addition of Healthcare Management major and articulations for Graphic Design, Illustration, Multi-media Video and Animation were added in December of 2018.

— **Life Enrichment**

- Medical Culinary / Lifestyle Medicine
 - Completed our first culinary demonstration class with Ascension Borgess in our new partnership. In honor of American Heart Month, the class centered on what constitutes a heart healthy diet and how to utilize various cooking strategies to support heart health as well. The participants were highly engaged and energized. Quarterly sessions with dietitians on culinary nutrition are being proposed.
 - Hosted Kalamazoo high school students through our partnership with Western Michigan University's High School Pipeline Program, which aims to stoke interest in biomedical science and health careers among underrepresented students in Kalamazoo Public Schools and the Kalamazoo area. Each month the high school students and their mentors, current WMU Medical Students, meet various healthcare professionals and learn about healthcare in a more engaging lens. This month the students spent a day at the Culinary & Allied Health Building to get a better sense of what "food as medicine" means, why our current food and health landscape is the way it is, and received a brief introduction into Diabetes management through food & nutrition. They were then put to the test in the kitchen where groups, composed of the high school students and their mentors, had to make and cook a recipe that would be compliant with the diabetic food recommendations they learned earlier on in the day!
 - Developing programs for both the Disability Network (Brain Injury Support Group, Women's Group) and Comstock's North Elementary School (early introduction of Culinary Arts to K-5 aged children in their school through a cooking session).
- Community Education
 - Training sessions with Kalamazoo Loaves and Fishes have been conducted to prepare for the kick-off of the Food Share program.
 - The next Momentum CNC mini-academy starts March 4

- Health Academies
 - April phlebotomy class is full.
 - Health careers BLS course we will be running again in March with great support from Amy Murray. It is a huge hit with the students.
- **Diversity and Inclusivity**
 - Diversity and Inclusion Strategic Plan (2018 – 2020), Goal # 1 - Foster the continued growth of underrepresented backgrounds in the presence of faculty and staff:
 - Currently working with HR to develop training program for hiring/search committee members
 - Also considering D & I training module to add to new employee on boarding
 - Create and implement e-learning/online training modules
 - Diversity and Inclusion Strategic Plan (2018 – 2020), Goal # 3 - Educate and promote standards of inclusion for equitable treatment of all individuals:
 - Continue to work with various stakeholder (faculty, staff, community organizations) to promote and provide awareness as well as educational opportunities
 - Collaborate with marketing to develop a marketing campaign:
 - Campus and community wide
 - Online presence – improve current webpage, social media

Standing Items

- Travel
 - Kevin Lavender (in addition to Deb Coates, previously approved) to attend the MEMCA Conference in Flint, MI from March 14-15, 2019.
 - Ezra Bell and Paige Eagan to attend the Great Lakes Student Success Summit in Detroit, MI from March 21-22, 2019. (Ezra both days, Paige only 3/22)
 - Lois Baldwin and Denise Lindsley to attend the MOSPA state conference in Boyne City, MI from May 1-3, 2019.
 - Nicole Newman (addition to group) to attend the Gateways to Completion Annual Course Experience Conference in Atlanta, GA from March 15-19, 2019.
 - KV Team of 6 each day (names to come) to attend the Michigan Center for Student Success – Guided Pathways Institute IV in Grand Rapids, MI from March 28-29, 2019.
 - Blake Glass to attend the Athletic Conference in Orlando, FL from November 13-16, 2019.
- Grants
 - The Bronson Healthy Living Campus project, a partnership between Kalamazoo Community Mental Health and Substance Abuse Services, Bronson Healthcare, and Kalamazoo Valley Community College, has been named a **finalist** for the 2019 American Association of Community Colleges (AACC) Outstanding College/Corporate Partnership Award. The winner of the AACC Outstanding College/Corporate Partnership Award will be announced at the AACC annual convention in Orlando, Florida April 13-16, 2019.
- Special Highlights
 - The 2019 Region 13 Science Olympiads were held at our Texas Township Campus on March 4, 2019.

— Kudos

- **Jessica Potter** for her wonderful organization and assistance with Science Olympiad.
- **Mary Morehouse, Anella Koneru, Bonnie McGee, Becky Herington, Laura Cosby, Nicole McClure,** and **Cynthia Schauer** for their support and organization with Profs and Pizza (Feb 20) and for providing this connection experience to our students again this semester.
- **Claudia Barbee** for her willingness to go out of her way to help others. We work with some great people!
- **Megan Osetek** for doing a fantastic job with part-time staff orientation/training.
- **Sarah Hubbell** and **Lori Evans** for taking the time and work fixing the bugs in the Axiom program.
- Thank you to everyone who helped prepare for and support Governor Whitmer's visit to our Marilyn J. Schlack Culinary and Allied Health Campus on February 21, 2019.
- The **Kalamazoo Valley Museum staff** for all of their hard work putting together the Fret Board Festival. It was very well organized.

— Reality Check

- Due to the impact of snow days the Community College Survey of Student Engagement (CCSSE) has allowed the college to postpone the student and faculty survey process until next year.

— Hires, Resignations, Transfers, Retirements

Hires

- Villo Denke-Zomer, PT Student Services Assistant-CAH, effective 2-27-19
- Nicholas Betz-Thorn, PT Student Ambassador, effective 2-28-19
- Olivia Scheel, PT Student Ambassador, effective 2-28-19
- James McKenney, Database Analyst-IR, effective 3-4-19
- Lok Ting Danoski (Ana), FT Web Developer, effective 3-4-19
- Michelle Triolo, Office Specialist ParaPro, effective 3-5-19

— Other

- Thank you to the Vice Presidents and teams for help with the Higher Learning Commission Assurance and updates.
- College Scheduler meetings are taking place
- Learning Management system review is in full force. The review process is evaluation and faculty driven.
- The former President's Office at Anna Whitten Hall will soon be a part of the KVAAP program office space.
- Collaboration is continuing between our credit and non-credit programs.

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