

To: Cabinet, Archives
From: Michael R. Collins
Subject: Minutes of March 19, 2019

Members Present: Collins, Hilliard, Lueth, Washington and Welsh

The minutes of March 5, 2019 were approved.

1. Part-time Employee Review – Aaron reviewed a Position Justification Form for a 29-hour per week Food Hub delivery driver submitted by Craig Jbara.

After several questions were asked, it was decided that additional information was needed and the item was postponed pending Craig's return.

2. Update/Action or Goals and Results

— International Admissions

- Interviews were conducted and an official offer has been made to a candidate for the International Student Support Specialist position.

— Enrollment Management

- Get It Done events are set for July 31 at Texas Township campus and August 7 at Anna Whitten Hall. Both events will be from 4pm-7pm.
- TargetX: Currently building communication and workflows pertaining to students who have been admitted to the college. Working on importing data from Banner and other sources.
- Summer & Fall enrollment campaigns (new & returning students) have started.

— Guided Pathways

- As part of the integration of student services communication plan, a presentation was given to the Student Success Services unit on February 28th.
- A cross functional group met to complete the Guided Pathways Essential Practices: Scale of Adoption Self-Assessment which is focused on equity and serving the students who have historically been underrepresented and/or underserved in higher education.
- We will be sending 6 faculty and staff (per day) to attend the Mentor Circle Guided Pathways Institute IV: From Program Maps to Student Learning Plans on March 29th and 30th. The first day will focus on making the shift from developing curriculum maps to creating individualized student learning plans from a faculty perspective. The second day will focus on embedding active learning strategies within introductory course sequences in the MiTransfer Pathway programs.

- University Center
 - Davenport's KVCC partnership has one of the highest increase in partner students among its multiple university center locations.
- Life Enrichment
 - 2018-2019 annual budget revenue reached by March 1.
 - Fall Catalog being developed.
 - Faculty is welcomed to propose potential classes of interest.

Standing Items

- **Travel**
 - Rosie Florian (Food Hub Program Coordinator) to attend the New England Farm to Institution Summit conference in Amherst, MA, April 2-4, 2019.
 - Alisha Cederberg and Erin Macioce to attend the MSFAA Board Retreat in Shanty Creek, MI from March 20-22, 2019.
 - Aaron Hilliard and Susan Matlis to attend the TIAA HR Forum in Dallas, TX from April 10-12, 2019.
 - Dannie Alexander and Ted Forester to attend the 26th Annual Energy Conference in South Bend, IN on April 8, 2019.
 - Sarah Pernie to attend the 2019 ACEN (Accreditation Commission for Education in Nursing) Annual Conference in Los Angeles, CA, April 11-12, 2019.
 - Dawn Pantaleo, David Barnes, Students (vetted by Russ Panico): Eve Dew, Jim Strickland, Chenfeng Hao, Joshua Dew, Singh Heymanshudeep, Keely Haning, Dakota Erdos, Greg Mongeon, Linda Digby, Taressa Halpin, Daniel Bedford, Devin J Ragotzy to attend the MWC3 – Midwest Collegiate Computing conference in Allendale, MI, March 22-23, 2019.
 - Lois Baldwin, Michele McGowan, Cara Blaim, Kathy Allen to attend the STEM Accessibility Summit in Lansing, MI, February 22, 2019 (post-Cabinet approval).
 - Paige Eagen (Officer) to attend the MLAD (Michigan Liberal Arts/Sciences Deans) Annual Retreat Meeting in Traverse City, MI, June 6-8, 2019.
 - Denise Lindsley (presenting) to attend the National Testing Association Annual Conference in New Orleans, LA, August 7-9, 2019.
 - Alison Nord, students (vetted by Russ Panico): Collin Fenn, Erin Kash, John (Jack) Collins, Angela Clay, Kendra Westerfield to attend the BPA (Business Professionals of America) Regional Competition, Davenport – Grand Rapids Campus, February 9 (post-Cabinet approval).
 - For the past several years the college has supported students competing in the Michigan Society for Respiratory Care (MSRC) Sputum Bowl. The Sputum Bowl is a question and answer competition similar to the "College Bowl" game that used to be on television. The students also participate in the Spring Conference, where they can learn about respiratory care and career preparation. Albert Moss and students (vetted by Russ Panico): Cassandra Devine, Travis Helmer, Helen Hunley, Rebecca Lutz, Whisper McPherson, Lauren Meyers, Marquete Troupe, Abram Ward, Deavin Bowser, Brandy Callen, Catherine Klein, Casie Lemley, Morgan Marquess, Rachel Nozicka, Kenzie Sonnevill, Nicole Wisdom to attend the Sputum Bowl in Kalamazoo, MI, April 3 – 5 (post-Cabinet approval).
 - Students (vetted by Russ Panico): Eve Dew, Josh Dew, Dan Bedford, Tyler Wernette, Chen Feng, Dakota Erdos, Parth Joshi, Greg Mongeon, Devin Ragotsky to attend the U.S. Information Technology Collegiate Conference in Galveston, TX, April 3 – 5.
NOTE: Dawn Pantaleo and David Barnes approved to attend by Cabinet, 11/20/2018.

— **Hires, Resignations, Transfers, Retirements**

Hires

- o Brandon Ouding, PT Security Officer, effective 3-11-19
- o Amy Schmidt, Director of Corporate Training, effective 3-18-19

— **Reality Check**

- o Tim Welsh reported that Gary Nevills of the IT Department had submitted his resignation. Tim noted that this is one of many IT employees that have resigned to take a better paying IT position in another organization. President Washington asked HR to provide the salaries for current IT positions as well as IT salary information from the following organizations: KRESA; Local K-12 Districts; WMU; and GRCC.
- o HR is charged with providing cabinet with a comprehensive review of all part-time salaries, excluding instruction/teaching.

— **Other**

- o Brian Lueth reviewed the mini-Initiative Fund request for \$6,000 to provide Ellucian Training for Banner Human Resources. The funding request was approved.
- o Tim Welsh reported on the software application updates
 - Respondus
 - SARS – primarily for accessibility
 - Ad-Astra
- o Mike Collins discussed the opportunity for cabinet to tour the Jackson Prison with an adjunct faculty member and the LEN 203 class.
- o Mike also discussed full-time faculty access during the hours that the buildings are not open. A recommendation will be brought back to cabinet for review.
- o Dr. Washington outlined the details and timeline for the upcoming Strategic Planning process which will include the entire college community prior to being presented to the Board.

Next Cabinet Meeting: April 2, 2019 at 8:00 am.