

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of April 2, 2019

Members Present: Collins, Hilliard, Jbara, Johnson, Lueth, Washington
Staff Present: Sherry Smurr
Via Conference Call: Welsh, Eagan

The minutes of March 19, 2019 were approved as presented.

1. Strategic Planning development was discussed
2. Tuition and Budget updates were presented by Brian Lueth
3. Access to buildings after hours was discussed.
4. Update/Action or Goals and Results
 - International Admissions
 - Fall '19 F-1 admits as of March 29, 2019:
 - Benin 1
 - Libya 1
 - Malawi 7
 - Nigeria 4
 - Tanzania 1
 - Total new F-1 admits 14
 - Daren Chase has been hired as the International Student Support Specialist. He begins on April 8th. Please welcome him to the KVCC community when you get a chance.
 - Hosting 8-12 International Exchange students from FLAG Int'l in late April/early May.
 - Building International Student portal
 - Developing International Student electronic supplemental checklist
 - Developing communication workflows for enrollment funnel stages
 - Early Middle College
 - Twenty two EMC students have petitioned to graduate for April 28th commencement! They will be wearing a KVCC blue and white double honor cord.
 - School visits are ramping up. Visits begin April 15th and complete May 15th. Kevin Lavender and Natalie York will meet with every Kalamazoo County and Gull Lake EMC student to program plan the next year.
 - There are 121 new EMC students for Gull Lake and Kalamazoo County for fall! Van Buren Middle College is still in the screening process and will have a better idea by May 15th.
 - Open houses for new EMC students are scheduled for May 7th and May 23rd 6 – 8 pm. EMC completion celebration is May 9th 7 pm Dale B. Lake auditorium.

- Summer camps are filling fast! There are only 24 slots left available!
- Enrollment Management
 - As of the 4th week for Summer 2019 Registration (04/05/19) we are currently -7.1% headcount behind from the prior year which equates to 200 students less. As of the first week of Fall '19 registration (4/5/19) we are currently -8.3% headcount down from the prior year (Fall '18) which equates to 88 students less. Multiple campaigns are ongoing to impact enrollment numbers.
 - Current Funnel for **Summer 2019** Applicants:
 - Applicants: 1,406
 - Applicants enrolled: 368
 - Yield (conversion rate): 26%
 - Total credits enrolled: 1,968
 - Total Students Registered by Type for **Summer 2019** (as of April 5th, 2019)
 - New : 480
 - Returning: 1,734
 - Current Funnel for **Fall 2019** Applicants:
 - 2,040
 - Applicants enrolled: 85
 - Yield (conversion rate): 3.43%
 - Total credits enrolled: 645
 - Total Student Registered by Type for **Fall 2019** (as of April 5th, 2019)
 - New: 22
 - Returning: 950
- Retention
 - **Student Voices Advisory Council (SVAC):** March meeting well attended and focused on communication and student engagement. April meeting will continue the communication discussion incorporating required paperwork completion discussion and experience with course placement. Students requested discussion around textbook utilization for the April meeting as well. SVAC will cap off the semester on May 1 with a session to bring all three groups together.
 - **Target X:** Student success scores have been drafted and created in the Retention suite. Flag notification also developed and tested. Academic profiles and success team member assignments successfully uploaded and tested. Next steps include further report development and campaign development. On-site user training scheduled for May 22.
 - **MyValley Engagement Analysis:** Working alongside IT to track MyValley logins throughout the Winter 2019 semester. End of semester outcomes (semester GPA, etc.) will be merged together with this data to determine if MyValley engagement correlates with course success. Best practice shows LMS engagement is a good predictor of student success. We want to find out if MyValley engagement yields similar results.
- Guided Pathways
 - Scale of Adoption Assessment (SOAA) review with MCSS/MCCA on 4/9/19
- University Center
 - Spring/summer enrollment going well
 - Davenport has 40 Kalamazoo Davenport University students who will be participating in their commencement ceremony on April 28th - 17 who are KVCC University Center partner students.

- Life Enrichment
 - Highly successful Foodways Symposium was held last weekend - good example of collaboration across KVCC (KVM, Sustainable Food systems/FIC, Culinary/CAH, Community Culinary & Nutrition)
- Diversity and Inclusivity
 - Currently developing training for: Learning Center – May 10th delivery date
 - HR – Hiring/Search committee training
 - Scheduling events and workshops for 2019/2020

Standing Items

- Travel
 - Jason Kovacs and 9 students, Eve Dew, Josh Dew, Dan Bedford, Tyler Wernette, Chen Feng, Dakota Erdos, Parth Joshi, Greg Mongeon, and Devin Ragotsky to attend the USITCC Collegiate Conference in Galveston, TX from April 3-7, 2019.
 - Grubka, Keiser, Gabele, Zantello, Colpetsir, Johnson, and Hatfield to attend the Chicago Midwinter Dental Conference in Chicago, IL from February 20-22, 2019
 - Aubrey Rodgers and 6 students (vetted by Russ Panico) Brian Durnil, Kaelan Firth, Emily Hillsburg, Ellen Ennest, Amanda Armstrong, and Affan Malik to attend the CCAD (Columbus College of Art and Design) Education and Career Opportunities in Columbus, OH from April 5-6, 2019.
 - KV Team of 6 each day (previously approved – team names provided now) to attend the Michigan Center for Student Success – Guided Pathways Institute IV in Grand Rapids, MI from March 28-29, 2019. Thursday team – Laura Cosby, Kevin Schnieder, Chris Stroven, Gerri Jacobs, Cheryl Almeda, Anna Fountaine. Friday team – Paige Eagan, Cynthia Schauer, Chris Cockerel, Alison Nord, Cheryl Almeda, Anna Fountaine.
 - Rick Ives and Don Benthin to attend the United States Secret Service National Threat Assessment Center and Critical Protective Analysis Group training in Kalamazoo, MI on April 23, 2019.
 - Rick Ives and Don Benthin to attend the Michigan Association of Campus Law Enforcement Administrators 2019 Spring Conference at Grand Valley State University in Grand Rapids, MI from May 21-22, 2019.
 - Russ Panico to attend the NCAA Regional Compliance Seminar in Indianapolis, IN from May 13-15, 2019.
 - Josh O’Keefe to attend the National Wireless Safety Alliance Practical Exam in Mukwanago, WI from April 23-25, 2019.
 - Tom Sutton to attend the Occupational Safety & Health Administration 5038 Renewal Course in Midland, MI from July 9-11, 2019.
 - Cruz Aleman to attend the Registered Diet/Registered Diet Nutritionist Lifestyle Medicine Certification Conference in Orlando, FL from October 27-30, 2019.
 - Mark Reed and LaRue Russell to attend the Michigan Great Lakes Planetarium Association Meeting in Detroit, MI on May 18, 2019.
- Kudos
 - **Mel VanAntwerp** for continual outstanding work on program reviews (PROES) for Perkins grant. The summary narrative document she wrote was highlighted as a “Best Practice” during a recent Perkins audit.

- **Christine Orsolini** for her exceptional support/assistance in the Family Meal: Rustic Italian class
- **Delia Baker** for her presentation on KVCC's WTTS program and advancements in wind to the Heritage Community Center residents. HCC's residents had read about the WTTA in the KVCC Focus which generated a high level of interest in renewable energy.
- **College Community** for their contributions on the Day of Giving. 168 employees donated \$18,655.35 and the Foundation matched \$5,000 making a grand total of \$23,655.35!

— Hires, Resignations, Transfers, Retirements

Hires

- Darren Chase, International Student Support Specialist, effective 4-8-19

Resignations

- Audreanna Shannon, PT Counselor, effective 5-3-19

Retirements

- Gloria Barton-Beery, FT Nursing Faculty, effective 8-31-19 (date change)

— Other

- The Kalamazoo Institute of Art has asked KVCC Center for New Media to host their Harlem Student Museum exhibit.
- Committees, what they are doing, who do they report to, and what is their mission discussed by the group.
- Payroll training sessions for supervisors will become available in the near future.
- Banner team leader meetings are taking place.

Next Cabinet Meeting: April 17, 2019 at 10:00 am.