

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of May 23, 2019

Members Present: Collins, Eagan, Jbara, Johnson, Lueth, Washington and Welsh

Staff Present: Sherry Smurr, Janet Nykaza, and Linda Depta

Guests: Janet Nykaza and Linda Depta

Excused: Hilliard

1. The minutes of May 7, 2019 were approved as amended.
2. Strategic Planning Update was presented by Janet Nykaza, Linda Depta and Kathy Johnson
3. Summer Internship process discussed. Contact Monica Koning, Internship Coordinator, if you are interested in having an intern. Monica will work with finance, supervisors and intern to match available interns with available funding.
4. The grant approval process was discussed.
5. 2019-2020 Capital Budget was presented by Brian Lueth.
6. Update/Action or Goals and Results
 - **International Admissions**
 - Documents have been submitted to the Student Exchange Visitor Information System (SEVIS) seeking approval to enroll international students in the Wind Turbine Technician Academy. Adjudication for such petitions can take several months to be completed.
 - Currently have 54 guest International Students registered for summer for a total of 309.5 contact hours.
 - Currently working with 30 New Admits for the Fall 2019. These are students who have applied to KVCC and have submitted all required documents.

TargetX

- Building International Student application, Checklist and Portal
- Developing International Student electronic supplemental checklist
- Developing communication workflows for enrollment funnel stages

— **Enrollment Management**

Applicants

- Currently working with 3,100 New Applicants for Fall 2019 semester

Events

- College Wide email was sent out on May 16 with a link for volunteers to sign up to work the information tables at **Black Arts Festival** on July 13 and the **Pride Festival** on June 8. Lynn Grammel is the point of contact for volunteer sign up.
- A total of 240 High School seniors attended the four High School New Student Orientations.
- Great turnout for the Community Connections Luncheon on April 30 that was at AWH.

TargetX

- Working on importing data into CRM and building corresponding workflow items
- Working on Post-Admittance communication workflows/checklist items to include
 - Test Score/Placement Testing info
 - New Student Orientation
 - Registration

- Working on De-duplication report, process, and procedures
- **University Center**
 - Partner Student Summary (through 5/1/2019):
 - Total Enrollment (from implementation): **173**
 - Total Graduates from Davenport and Siena Heights: **58**
 - Total In-Process: **97**
 - Total Withdrawn: **18**
 - Brief classroom University Center program introductions have been increasing and are extremely beneficial.
- **Life Enrichment**
 - We delivered our first 8 hour intro to Phlebotomy Course this week, it was a success and we have plans to place this on the open enrollment calendar.
 - Working with Kalamazoo Promise to launch a new Patient Care Academy.
 - Momentum Warehousing Academy is underway.
 - Fall planning is underway, more detail will be available on these offerings in mid-June.
- **Analytics**
 - The fiscal 2019 yearend department level Key Performance Indicator (KPI) data gathering process is underway.
- **Diversity and Inclusivity**
 - HR – Hiring/Search committee training
 - Scheduling events and workshops for 2019/2020

Standing Items

- Travel
 - Erin Macioce to attend the Association of Veterans Education Certifying Officials (AVECO) Conference in St. Louis, MO from July 15-18, 2019.
 - Megan Osetek and Anna Koenig to attend the annual Versai User Group Conference in Chicago, IL from September 6-8, 2019.
 - DATE CHANGE: Ezra Bell and vetted students Maliek Hargrave, Patrick Mutombo, Clifton Washington, Benaiah Nyanjui, Rahmad Moore, James Gbogi, Rameir Dixon, and Kentin Brown to attend the Brother 2 Brother End-Of-Semester Celebration at Air-Way Lanes in Kalamazoo, MI on **May 15, 2019**.
 - Denise Lindsley, Lois Baldwin and Cara Blaim to attend the MI Ahead Spring Conference in Grand Rapids, MI from May 30-31, 2019.
 - Roxie Swank, Nina Dickerson, Noelle Blades-Penn, and Jennifer Buysse to attend the Global Career Development Conference in Houston, TX from June 26-29, 2019.
 - Ola Johnson to attend the Accuplacer National Conference in Chicago, IL from June 24-27, 2019.
 - Kyle Mitchell to attend the National Restaurant Food Show in Chicago, IL from May 17-20, 2019.
 - Charlie Fuller to attend the 2019 Automated and Connected Vehicle Institute at Sinclair Community College in Dayton, OH from July 28-August 2, 2019.
 - LaJoyce Brooks to attend the Spring Apprenticeship Conference at Grand Valley State University in Allendale, MI from May 21-24, 2019.
 - John Beck and William Watson to attend the Midwest Institute Summer Workshop at KVCC in Kalamazoo, MI from August 5-9, 2019.
 - Sara Herrmann to attend the Women’s Leadership Institute in Chicago, IL from July 29-31, 2019.

- Kelly Sparrow to attend the Ad Astra User's Conference in Kansas City, MO from October 13-16, 2019.

— Grants

- \$12,121 proposal to LARA for Nursing supplies and simulation equipment; Patti Henning, Project Manager.
- \$ 12,500 / \$2,500 proposal to Irving S. Gilmore Foundation/Harold and Grace Upjohn Foundation for Artists' Forum; Dave Posther, Project Manager.
- \$24,245 proposal to BBCH Community Partners for Culinary and Nutrition Program; Lizzie Luchsinger, Project Manager.

— Kudos

- To Amy Murray (from Kim Grubka) for developing a spreadsheet that makes sense of the whole GPA and point system, helping to look at all different scenarios, for admissions into the Dental Hygiene program.

— Hires, Resignations, Transfers, Retirements

Hires

- Philip Dietrich, PT Welding Lab Assistant, effective 5-16-19
- Shari Durbin, Athletic Department Secretary, effective 6-10-19

Resignations

- Kimberly Salayer, Office Assistant ParaPro, effective 2-12-19
- Stephanie Keeler, Career Advisor ParaPro, effective 5-15-19

Retirements

- Robert Haight, FT English Faculty, effective 8-31-19

— Other

- Position Justification form approved for Food Hub Logistics Specialists.
- Position Justification form approved for two Pathway Advisors (Liberal Arts & Industrial Trades).
- Annual contract review process will be starting in June.

Next Cabinet Meeting: June 3, 2019 at 1:00 pm.