

**To:** Cabinet, Archives  
**From:** Sherry Smurr  
**Subject:** Minutes of June 18, 2019

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

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The minutes of June 3, 2019 were approved as amended.

1. The Cabinet reviewed the Mini-Initiative Grant Project Reports. The projects look great. Thank you to all who submitted. We look forward to future applicants.
2. Cabinet reviewed and discussed the draft of the new KVCC Directory.
3. Update/Action or Goals and Results
  - International Admissions
    - Purchased a listing with Study in the USA, an online student portal, with three leads generated in the first week (so far).
    - Purchased an ad in the Spanish language Study in the USA printed college guide.
    - Hosted an international student cookout on June 6.
    - International orientation will be on Aug. 21.
  - Retention
    - Proximity Reader Attendance Pilot: Currently underway at AWH. Readers and wiring installation began 6/12. Discussing roll out of the pilot in regard to data collection, utilization and response as well as classroom implementation for instructors participating in the pilot.
    - SVAC presentation/overview is being developed. Planning committee continuing to meet to discuss second year implementation. Planning expanded opportunities for returning (second year) members of the council.
    - Reports outlining developmental course placement by pathway (Fall 2017 and Fall 2018) and completion/transfer/persistence/attrition by pathway (Fall 2017 to Fall 2018) have been drafted.
    - Degrees When Due application submitted to MCCA who acts as the parent organization to submit applications on behalf of Michigan participants. Anticipating notification in the upcoming weeks regarding the status of our application.
  - Guided Pathways
    - Continued work on shifting towards case management for advising/counseling
    - Continued work on mapping (version 2.0) of all degree paths
    - Continued work on web presence/ web page in alignment of guided pathways, student (including prospective) needs/expectations, and federal regulations
    - Laura and Paige will be attending the MCCA/MCSS Guided Pathways State Annual Meeting as part of the Mentor Circle Colleges group in Michigan (June 26).

- University Center
  - Re-engaged state universities to solicit interest
  - Davenport and Siena Heights working with KVAAP to strengthen the partnership
  
- Life Enrichment
  - Life Enrichment programs reached over 3500 participants during FY19
  - Melody Woods secured a \$6,000 donation from Loaves & Fishes to support the KVCC Food Share program
  - Summer Catalog is available now
  - Fall Catalog is being printed ...new career and continuing education classes for all will include some of the following, dates and prices will be published late July:
    - Crafting Your Family Tomato Sauce
    - Culinary Explorations: Ukrain
    - Cultural Cruise Control
    - Intro to iOS
    - Intro to MS Outlook 2016
    - Personality, Strengths, and Team Dynamics
    - Spice Up Your Life
    - The Road to Cultural Awareness Starts Here
    - Why Content Marketing and SEO Matter For Your Website or Business

## Standing Items

- Travel
  - Amanda (Chen-Chen) Tsao and Marina Smirnova (added to the previous list) to attend the Midwest Institute Summer Workshop at KVCC in Kalamazoo, MI from August 5-9, 2018.
  - Darrell Davies to attend the Spring 2019 MCCB (Michigan Community College Biologists) Conference in Roscommon, MI from May 18-19, 2019.
  
- Hires, Resignations, Transfers, Retirements
  - Hires
    - Marybeth Johnson, Senior Office Specialist-Groves, effective 4-29-19
  - Resignations
    - Candace Pietryga, PT Wellness Specialist, effective 5-1-19
    - David VanLopik, PT Public Safety Officer, effective 6-16-19
    - Brianna Mollitor, PT Student Ambassador, effective 6-26-19
  - Retirement
    - Becky Herington, Administrative Assistant, effective 6-30-19
    - Grace VanderBerg, Database Specialist, effective 7-31-19
    - Sue Newington, Associate Director of Financial Aid, effective 8-31-19
    - Roxanne Bengelink, FT Faculty-Business, effective 8-31-19
  
- Other
  - The Groves campus will be closed on July 5<sup>th</sup> in observance of the holiday.
  - Current year KPIs finished up by beginning of July. The new year KPIs will start up toward the end of July. We will review KPIs at the August Admin Plus meeting.

- Cabinet approved the Network System Manager Position Justification Form.
- Cabinet approved the Systems Analyst/Developer Position Justification Form.
- Cabinet approved the Database Specialist to Database Analyst Position Justification Form.
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**Next Cabinet Meeting: July 2, 2019 at 8:00 am.**