

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of July 16, 2019

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

The minutes of July 2, 2019 were approved as amended.

1. Leadership Academy presented a proposal for the Kalamazoo Valley Community College Buddy System. Cabinet approved this proposal with a few modifications.
2. Update/Action or Goals and Results
 - International Admissions
 - Chris Voss be traveling to Kazakhstan for an EducationUSA recruitment tour approximately (depending on flights) Oct. 17-30. Participating in fairs and high school visits with 20-25 other US colleges and universities.
 - Most recent email campaign to TOEFL test takers, sent on 6/27:
 - 2,440 recipients
 - 705 opens (29%)
 - 16 email replies
 - Study in the USA portal listing has produced 20 leads and one application since 6/5
 - Enrollment Management
 - Currently working with 3,309 Fall 2019 applicants who are not registered through email and phone calls.
 - Current Fall yield of applicant to enrolled students is 22%, goal is 36% yield for Fall 2019.
 - Get It Done: Post cards are going out on Monday July 15 with emails and texts to follow prior to the July 31 & August 7 events. List consists of 10,000 students
 - Retention
 - **Proximity Reader Attendance Pilot:** Readers have been installed. IT currently working to retrofit/develop wellness center programming to track attendance. Plan to integrate into Target X and send out communication to students upon absence. Will also monitor closely during pilot.
 - **Fall Intake Survey:** Ongoing collection and monitoring of responses. Planning to review F18 responses to analyze correlation with outcomes (e.g. Course Success, cumulative GPA, persistence, etc.).
 - **"Asset Map":** Updated departmental directory has been published on website. Contains updated departmental information searchable by keyword that reflects the asset map information collected. Please submit updates to key word searches for your departments to Evan or IT.

- **Program Not Correct Campaign:** Planning to begin calling campaign for students indicating their program on file is not correct (via intake survey). Call to action is to have their program updated with a counselor/advisor during drop-in hours.
- University Center
 - Experiencing steady traffic in terms of KVCC students inquiring about transfer plans
 - Increase anticipated as the Fall semester approaches
 - Siena Heights
 - Conducting interviews to fill KVCC University Center position.
 - Preparing for college anniversary event to take place August 19th at 5:30pm in the 5740 Conference Room ... invitations will be sent to KVCC faculty and staff.
 - Continuing to explore potential for other university partners.
- Life Enrichment
 - Hosting a Wellness Consortium on Friday, July 19th at the Culinary Building for area business leaders focusing on corporate wellness. Catalog of programs has been developed for this specific area.
 - New classes for the fall not previously reported include:
 - Introduction to IoS
 - Everyday Spanish (title has been changed to avoid confusion with our credit course)
 - Approximately 1700 participants (85 classes/programs) received training in fiscal year 2019
 - Fall catalog to be in upcoming KV Focus
- Diversity and Inclusivity
 - Developing KPI related to Diversity and Inclusion Plan

Standing Items

- Travel
 - Alisha Cederberg to attend the Michigan Association of Student Financial Aid Administrators (MASFAA) Board Retreat in Oglesby, IL from August 4-6, 2019, 2018.
 - Dan Benard and Moriya Hurst to attend the Community Integrated Paramedic Initial Education Conference (MD-HHS Bureau of EMS) in Kirtland, MI on June 25, 2019.
 - Jessica Potter to attend the Ad Astra User's Conference in Kansas City, MO from October 13-16, 2019.
 - Location correction - Mark Reed to attend the Digistar User Group Annual Conference in **Dayton, OH** from September 9-14, 2019
- Kudos
 - Michael Burton and Brian Flintoft for going above and beyond trying to find the HVAC problem in rom 5570.
- Hires, Resignations, Transfers, Retirements

Hires

- Martha Lull, PT Office Assistant Paraprofessional, effective 7-15-19
- Harold McGee, PT Security Office, effective 6-24-19
- Catalina Gonzalez, PT Gallery and Show Coordinator, effective 7-10-19

- Gregory Cordes, PT Public Safety Officer, effective 7-10-19
- Pierre Camp, FT Instructional Manager, effective 7-16-19
- Greg Meeuwesen, FT Electrical Technology Faculty, effective 8-28-19
- Rebecca Durkee, FT Sociology/Gender and Women's Studies Faculty, effective 8-28-19
- Joanna Pozzuto, FT Anatomy and Physiology Faculty, effective 8-28-19

Transfers/Appointments

- Taylor Birkholz, from Adjunct Faculty to FT Anatomy and Physiology Faculty, effective 8-28-19

— Other

- Cabinet approved the HVAC Technician Position Justification Form.
- Meetings are in progress to discuss unpaid interns
- Our yearly contract review process is underway
- Brian Lueth provided feedback from the Design Thinking Day conference he attended
- Aaron Hilliard gave a 2019 Summit update. This year's summit will be held on August 29th with guest speaker Christine McPhail.
- Our IT department has created a video showcasing Kalamazoo Valley Community College as a spotlight for Target X.
- Welcomed Dr. Peter Linden to KVCC as our new Provost and Vice President for Instruction and Student Services.

Next Cabinet Meeting: July 30, 2019 at 8:00 am.