

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of July 30, 2019

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

The minutes of July 16, 2019 were approved as presented.

1. Update/Action or Goals and Results

— **International Admissions**

- 54 admits (have been issued immigration documents)
- 11 visas approved
- Planning for 10-15 students to arrive for fall orientation.

— **Enrollment Management**

- Concentrating on Fall 2019 Applicants. Currently over 3,200 applicants who are receiving multiple campaigns (email, phone, text). Campaigns will continue throughout August and September.
- Messaging to students for Get It Done for July 31 and August 7 are in process. Postcards and email campaigns have gone out. Text messages will be delivered to students the day of each event.

— **Retention**

- **ReUp:** Summer 2019 semester final enrolled headcount of ReUp students is 113
- **Registration Campaign:** Currently underway is a calling campaign encouraging a targeted group of students to register for Fall 2019. The list includes 2400+ students that were enrolled Fall 2018, did not transfer, did not graduate, and persisted either into Winter 2019 or Summer 2019. Campaign scheduled to wrap up on August 9.
- **Batch Cancel:** To date, 356 of the 999 students (37%) dropped during batch cancellation have re-enrolled. This percentage of re-enrollment is slightly higher at the two week post batch benchmark than it was after Winter 2019 batch cancellation. Winter 2019 batch cancellation re-enrollment rate finalized at 53%. We will continue to monitor and report on re-enrollment rates of these students.

— **Guided Pathways**

- Continued phase-in of SSS staffing/searches for case management.
- Looking at SSS staff turn-over and associated costs.
- Planning for fall and winter GP meetings with SSS staff and faculty within specific pathways.
- Creating plans for conversations and action plans related to mindfulness, equity, and achievement gaps within specific pathways (kick-off during fall semester).

— **University Center**

- Siena Heights has hired a new Enrollment Advisor, Christine Packard, for the Kalamazoo campus. She is a KVCC & WMU Alumnus. Christine's first day is July 30.
- Siena Heights is still actively planning our 100th Anniversary event taking place on August 19th. A celebration event will be hosted in room TTC 5740 starting at 5:30pm. All community members, KVCC staff and faculty are invited.

— **Life Enrichment**

- A Wellness Fair was held on July 19, with over 40 businesses and organizations represented, to explore corporate training opportunities for our health related community classes.
- New class listings will be communicated once they have been put on the website.

— **Analytics**

- Final 2019 Department level KPI calculations should be complete and submitted up thorough Cabinet members to Kathy Johnson/Janet Nykaza. If administrators have not submitted final 2019 KPIs please do so as soon as possible.
- New 2020 Department level KPI data gathering process is underway - each Cabinet Member Vice President has received excel data input forms and should be gathering information from their administrators. The 2020 process is similar to the 2019 process except now Department level KPIs can (optionally) be tied to 2020-2022 Strategic Focus Areas.
- New 2020 Department level KPIs are due to be submitted up through Cabinet members to Kathy Johnson/Janet Nykaza by Friday August 23.
- 2019 and 2020 KPI data will be presented at the Sept. 9, 2019 Administrators Plus meeting.

Standing Items

— **Travel**

- Ashleigh Colpetsir and Samantha Reidenbach to attend the 2019 Dental Hygiene Symposium at University of Michigan in Ann Arbor, MI from August 1-2, 2019.
- Dorinda Loucks and Sarah Aviles to attend the American Association of Medical Assistants Annual Conference in Greensboro, NC from September 13-16, 2019.
- Michael Hall and Jamie McKenny to attend the Michigan Community College Data Evaluation Committee (MCCDEC) Annual Data Workshop at Lansing Community College in Lansing, MI from August 5-6, 2019.
- Dan Siwula to attend the 70th Michigan Fire Inspectors Society Fall Educational Conference in East Lansing, MI from September 10-12, 2019.
- Lizzie Luchsinger and Hristina Petrovska to attend the Climate Change Conference at DeVos Place in Grand Rapids, MI on September 25, 2019.

— **Grants**

- Discussed proposal for community hoop house partnership grant. Will be brought back for discussion

— **Kudos**

- The wellness event. The flow went well and it seemed very seamless and integrated. The desired message came across clearly. Nice job to all involved!

— Hires, Resignations, Transfers, Retirements

Hires

- Amy Brandt, FT Librarian, effective 8-28-19

Transfers

- Meredith Holland, from Adjunct to FT Psychology Faculty, effective 8-28-19

Resignations

- Nina Dickerson, FT Career Advisor, effective 7-29-19
- Lydia Cole, FT Promise Advisor, effective 8-2-19
- Joyce Tamer, Career Advisor ParaPro, effective 8-7-19
- Charles Bosse, Food Hub Logistics Tech ParaPro, effective 8-30-19

— Other

- Cabinet approved the Catalog Specialist Position Justification Form.
- Cabinet approved the Theater and Planetarium Technologist Position Justification Form.
- New computers for Fall semester have been delivered
- We have new table mounted dual monitors for the CAD room
- Strategic Planning updates are scheduled for September 2019 through June 2020.
- The Volunteer Service Agreement was discussed by Cabinet and will be taken to Admin Plus on August 12, 2019,
- Our IT Department, Marketing and Target X Team have created a video showcasing Kalamazoo Valley Community College as a spotlight for Target X.

Next Cabinet Meeting: August 20, 2019 at 8:00 am.